



Combined Fund Drive

“Making a World of Difference”



2006 Campaign Leader Guide

A guide to help you facilitate a fun and successful
CFD campaign in your workplace.



April 28, 2006

I am honored to serve as the chair of the Washington State Combined Fund Drive. It truly is my privilege to champion this philanthropic effort. It shows the world that employees in Washington State government and public education – and those who have retired from state employment but still carry on the spirit of public service – have great heart.

Each of you deserves a hearty round of applause for your role in overseeing and administering the charitable giving campaign in your workplace. There is no doubt that you are making an impact. Since its inception, the Combined Fund Drive has received more than \$73 million in pledges, benefiting an array of employee-selected, non-profit organizations. The generosity of our active and retired public servants, coupled with the enthusiastic support of agencies and executive managers, has made a profound difference to communities in Washington, the nation, and around the globe.

More than \$5.6 million were pledged to various charities in 2005 alone, the highest level of giving since the program's inception. This outpouring of compassion is another fine example of working together "the Washington Way" to better the lives of others.

Last year, we focused on engaging more people to make donations through the payroll deduction program. The response was heartwarming. More than \$5 million out of the \$5.64 million raised was pledged in this manner. This consistency is especially appreciated by non-profit organizations, and I look forward to seeing even greater participation in the future.

The GivingStation has also proven popular with donors. This confidential, secure online system provides donors with real-time access to their charity information and enables them to update their donations year-round. It also conserves state resources and helps maximize the dollars that charities can apply to direct service.

In 2006, the Combined Fund Drive will continue its partnership with other public sector employees, including the City of Seattle, the Seattle Housing Authority, the Port of Olympia, and the Thurston County School District. We want to encourage even more employees to understand and experience the joys of giving, and to consider making pledges through the payroll deduction program. Today, nearly 21,500 employees are donating \$5.64 million. This year, we are hoping to increase that amount by 11 percent. If 3,250 new donors participated, and each pledged an average gift of \$22 per month, the Combined Fund Drive would raise in excess of \$6.5 million for charity! And what a powerful difference this would make to food banks, homeless shelters, programs for youth and the elderly, the environment, the arts, and other worthy causes.

Again, thank you for all that you do to promote charitable giving. Your compassion and commitment literally is changing lives.

Sincerely,

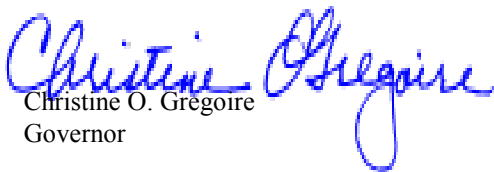

Christine O. Gregoire
Governor



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CFD Office Address & Contact Information

PO Box 47530

Olympia, WA 98504-7530

CFD All-Staff Email: cfd@dop.wa.gov

CFD Homepage: <http://www.cfd.wa.gov>

*All funds and forms must be mailed to CFD, **PO Box 47500**, Olympia, WA 98504-7500 *

CFD Staff			
Randy Ryan	Program Manager	(360) 664-1994	randyr@dop.wa.gov
Clayton Harris	Marketing Manager	(360) 664-1993	claytonh@dop.wa.gov
Cindy Craig	Campaign Manager	(360) 664-6811	cindyc@dop.wa.gov
Shirley Roberts	Office Administrator	(360) 664-1995	shirleyr@dop.wa.gov
Paulette Bryant	Office Assistant	(360) 664-1976	pauletteb@dop.wa.gov

Campaign Executives – an extra resource of wonderful help during the campaign!			
Val Meads	King County Campaign Executive Address: PO Box 4629 Federal Way, WA 98063-2802	(253) 835-2878	meadsvk@dshs.wa.gov
TBA	Spokane County Campaign Executive	(360) 664-6805	TBA
TBA	Thurston County Campaign Executive	(360) 664-6805	TBA

CFD Campaign Timetable

May

Agency/Campus Campaign Leader Training

Campaign Leaders identify Local Coordinators and define fiscal policy and needs.

June- September

Agency planning. (Please refer to CFD Planning Checklist and Sample Campaign Plan)

July-September

- Local Coordinator training conducted in various counties throughout the state.
Distribution of posters, videos, gift for local coordinators, and other helpful materials at these trainings.
- Final planning for work-site campaign and local campaign kick-off events

August

Distribution of CFD Charity Guides and forms to the list of individuals provided by Campaign Leader.

September-December

Conduct work-site campaign

November

All contribution forms and fundraising forms must be received by the CFD office at MS 47500 in Olympia by November 30th.

December-January

Volunteer recognition events held at local agencies and counties.

Evaluation surveys; wrap-up loose ends

Campaign Planning Checklist

<i>Activity</i>	<i>Due Date</i>
Attend Campaign Leader Training	<u>May 11, 2006</u>
Prepare preliminary campaign ideas	<u>May 11, 2006</u>
Send agency/institutional profile to CFD	<u>May 31, 2006</u>
Confirm agency head support	<u>by June 9, 2006</u>
Recruit campaign team and local coordinators	<u>Begin as soon as you can!</u>
Send CFD local coordinators contact info employees you want invited to trainings. <i>**Contact info includes supply totals and shipping addresses</i>	<u>by June 2, 2006</u>
Define cash handling policy with finance office	<u></u>
(Send copy to CFD office)	<u>June 30, 2006</u>
Meet with volunteers and set campaign goals	<u></u>
Meet with Campaign Manager or CE, if applicable	<u></u>
Train local coordinators about cash handling and solicitation policy for your agency	<u></u>
Encourage local coordinators to attend county trainings or agency-specific trainings	<u></u>
Plan publicity and special events	<u></u>
Schedule CFD info/charity speakers in employee meetings (newsletters/website)	<u></u>
Collect all forms and check logs	<u></u>
Send all forms to CFD – submit fundraising report	<u>by November 30, 2006</u>
Report progress to employees and management	<u></u>
Announce final results	<u></u>
Nominate volunteers for county/state awards	<u>by January 12, 2007</u>
Recognition of employee and volunteer efforts	<u></u>
Attend recognition event in your area	<u></u>

Section One: Overview of the CFD



Welcome to the 2006 Washington State Employees' Combined Fund Drive (CFD). Thank you for volunteering your time, energy and talents to make this year's campaign another tremendous success.

This section includes information about the CFD mission, our theme, references to legislation that reflect that CFD is business of the state, campaign dates, the history of the CFD, growth since the program's inception, and the key messages we ask that you incorporate and convey in your campaign. Also included are the top ten reasons why employees should participate in the campaign, ways employees can give to their favorite charities, as well as information pertaining to the charities that are in the campaign. Finally, there are several pages of frequently asked questions.

Combined Fund Drive (“CFD”) Mission

The Combined Fund Drive (“CFD”) is Washington State employees’ workplace charitable giving program. Our mission is to enable Washington State employees and public agency retirees to improve their world, their state and their communities by making it easier to support charitable organizations.

Combined Fund Drive (“CFD”) Theme

Our theme is Making a World of Difference.

CFD is State Business

The CFD campaign is the only authorized formal solicitation of Washington state employees in the workplace on behalf of participating not-for-profit organizations and federations. §357-55-030. The Washington Administrative Code (WAC) Title 357, Chapter 357-55 outlines the existing rules surrounding the Combined Fund Drive.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=357-55>

Executive Order 01-01 http://www.digitalarchives.wa.gov/governorlocke/eo/eo_01-01.htm is the most recent Executive Order pertaining to the CFD, and its role as part of the business of the state.

The Washington State Executive Ethics Board provides the following opinion:

- It states that the CFD is part of the business of the state and can be part of an employee’s official duties. Our workplace giving campaign is part of the business of the state and it is ethical for you to do this work on state time.
- The Governor’s Executive Order allows state resources to be used to conduct the campaign.
- The complete opinion can be found at:
http://www.wa.gov/ethics/opinion_00_09.htm)

Campaign Dates

The Campaign Leader at each state institution establishes the campaign dates for their respective agency. State law reflects that *the campaign should be operated between September 1st through December 15th*. Most agencies usually schedule their campaigns for six weeks. The CFD office intends to officially launch the 2006 campaign on September 18, 2006.

History

The CFD was established in 1985 to consolidate numerous charitable fundraising campaigns being conducted on state work-sites and to increase effectiveness for charities by expanding access to payroll deduction. It's intent is to lessen the burdens of government and of local communities in meeting the needs of human health and welfare; to provide a convenient channel through which state employees and public agency retirees may contribute to the efforts of charities participating in the campaign; to minimize both the disruption of the state workplace and the costs to taxpayers caused by multiple charitable fund drives.

Every year state employees are invited to participate in the state's workplace charitable giving campaign. Through our annual campaign, employees have the opportunity to voluntarily provide financial support to one or many non-profit agencies of their own selection. The program welcomes participation by employees of all state agencies, public institutions of higher education, boards and commissions, as well as all public agency retirees. As a result of a proposal by the Retired Public Employee Council in 1999, the legislature approved extending the CFD program to all public agency retirees.

Program Growth

- In 1985 the CFD had a total of 16,200 contributors (23% participation), and raised \$1,200,000 for 850 different charitable organizations.
- In 2005, the CFD campaign included approximately 21,500 employees (18.69% participation) and pledges from the campaign exceeded \$5.64 million to over 2,000 employee-selected charities.
- In the past CFD included employees participating in fundraising activities, however effective the 2005 campaign, CFD now counts participation strictly of those employees/retirees who donate online or complete a contribution form.
- State employees have contributed more than \$73 million through the CFD since the program inception.
- Washington State's charitable giving program is one of only four states in the national to exceed \$5 million in pledges.
- Based on Washington State's number of employees the CFD is the most successful for the size in the nation.

Key Messages for the Combined Fund Drive

We recognize that each agency has a unique role and working culture. Please feel free to craft the following messages in a way that is meaningful and relevant to those in your workplace. Yes, the CFD is an authorized government activity, and it is up to us to participate and make a world of difference in our community.

You can make a world of difference.

- You have the power to change your community and the world by giving through the CFD. By doing so,
- You are building a stronger community and investing in the future wellbeing of this world we will leave to generations to come.
- The combination of many people participating in the CFD makes a significant difference in the community we live in.
- Your money goes farther with the CFD.
 - The combination of interest and unspecified donations leverages your donation, resulting in your charity receiving more money.
- Charities can rely on steady year-round income.
 - You reduce fundraising costs for your favorite charity when you invest in them through payroll deduction.
 - Regular quarterly payments bring stability to your charity and allow them to more easily fulfill their mission.
 - Consolidated CFD dollars can be used to leverage other grants.

The choice is yours.

- You have complete control of the amount and where your donation goes.
- There are over 2,000 charities, covering every corner of service in this great state, which you can choose to donate to.
- If you don't know where to give you can donate directly to the CFD and your donation will become part of the General Fund that is distributed to all CFD charities.
- If you choose, the charities and the amount you give will be kept confidential.

Payroll deduction is secure, convenient and efficient.

- The GivingStation provides you with secure 24hr. access to your charitable giving account. You can review your charities and make any modifications at your convenience.
- The CFD reduces time and costs by providing an avenue to consolidate workplace giving to an annual campaign.
- Charities go through a screening process to ensure that they meet the high standards set by the CFD state committee before they are included in the CFD campaign Charity Guide.

Top 10 Reasons why you should participate in the Combined Fund Drive

- No. 10 THE CFD IS STRATEGIC.** You choose the amount and the charities receiving your gift.
- No. 9 CFD CHARITIES ARE SCREENED.** CFD only lists charities with a proven track record.
- No. 8 DONATIONS ARE TAX DEDUCTIBLE.** You get a record of your payroll contribution every payday.
- No. 7 THE CFD IS EASY.** You simply choose between a regular payroll deduction and a one-time gift. Or you can write one check distributed to many charities!
- No. 6 THE CFD IS EFFICIENT.** Our hardworking volunteers and the online GivingStation dramatically reduce wasted time and resources to conduct the drive so more of every dollar reaches your charity.
- No. 5 THE CFD IS EFFECTIVE.** Because the state conducts an annual drive, your favorite charity in many cases doesn't have to. That means more of your contribution helps those in need.
- No. 4 THE CFD IS FLEXIBLE.** Your contribution can be changed at any time by contacting the CFD or by using our secure online GivingStation. You may adjust your deduction, change your charities, or discontinue your contribution with a simple request.
- No. 3 PARTICIPATION IS SECURE.** The new online GivingStation provides secure 24hr. access to your giving account. Additionally, if you choose, the charities and the amount you give will be kept confidential.
- No. 2 THE CFD IS A JOINT EFFORT.** In 2005 over 21,000 state employees contributed more than \$5.64 million to 2,000 local, national and international charities and federations.
- No. 1 THE CFD IS ONE OF THE FINEST STATE SPONSORED WORKPLACE GIVING PROGRAMS IN THE NATION.**

*You will make a world of difference by participating in the
State Employees Combined Fund Drive!*

Investing in communities locally and around the world through CFD

Your gift through the CFD provides a way to improve the lives of people through charitable organizations. There are over 2,000 screened and approved charitable organizations in the CFD Guide for the 2006 campaign.

Ways to invest:

- Monthly Payroll deduction
- One-time Payroll deduction
- Personal check

Payroll deduction makes giving easy, produces predictable, systematic revenues for recipient charities, and lowers fundraising costs. We will distribute donations to each charity on a quarterly basis.

Why payroll deduction works!

The greatest percentage of the charitable gifts are made through payroll deduction – either a recurring/monthly gift or a one-time gift. During the 2006 campaign this fall, we ask that you and your volunteers invite colleagues to complete a contribution form or make pledges using our online pledging system, called the GivingStation. Pledges will be deducted in first month of the new year (in most cases Jan. 10, 2007).

Recurring payroll pledges are collected each pay period, held at the State Treasury accruing interest, and are then distributed quarterly by the State. Pooling contributions with others allows more interest to accrue than if giving a gift individually. It also allows charities to focus on their mission than administrative processing since CFD sends charities one check each quarter.

The CFD is efficient and effective.

CFD is able to keep the administrative cost low because state employees run the campaign. When CFD adds interest and the non-specified funds to a donor's pledge we are able to send a charity more money than what the donor gives directly. Giving through the CFD leverages your donation dollars!

The CFD has thousands of screened charities available for donors to choose from. These charities meet a variety of needs including Animals & the Environment; Arts, Culture & Humanities; Children, Youth & Family Services; Disaster Relief & Emergency Assistance; Education & Literacy; Federation Partners; Health & Health Research; Housing & Homelessness; Hunger & Food Distribution; International Relief & Development and Senior Centers & Services. Employees are also welcome to contribute to the CFD General Fund.

CFD is organized for choice.

The CFD does not allocate any funds to charities; we only distribute funds based on the choice of state employees. We respect the right of each state employee to agree or disagree with the policy of an accepted charity into our campaign. We do not make judgments on internal policies for employment, or on the type of service being delivered. The value of choice remains the greatest driver of our policy. We support a charity's right to be part of the CFD if they meet the basic standards established by the federal government and the Washington State Secretary of State for non-profit organizations. We feel that choice is what state employees want from us.

What Non-Profit Organizations are Included in the CFD Campaign?

Any charitable organization wanting to be listed in the printed CFD Charity Guide must submit an application to the CFD Committee, which is reviewed for compliance with the standards and criteria of the WAC Chapter 357-55. Charitable organizations must meet the following basic standards of eligibility:

- Recognized as tax-exempt under Internal Revenue Code 501(c)(3) or 170(c)(1)
- Registered as a charitable organization per state law
- Proven fiscal responsibility and accountability
- Disclosure of fundraising costs
- Willingness to be screened for Patriot Act compliance

Suggesting or “Writing-In” an Organization not Listed in our Charity Guide

Employees are able to donate to a charitable organization that is not listed in the CFD Charity Guide. If an employee wishes to suggest a charity not included in the Guide, the donor must provide the following information about the charity:

- The charity's legal name, address and phone number
- a contact name and email address; and
- the Employer Identification Number (the IRS tax identification number) of the charity

This information needs to be provided on the GivingStation or on the Contribution Form. Staff will verify all necessary criteria are met (including IRS tax-exempt status and registration for charitable solicitation with the Secretary of State). If the charity meets the necessary criteria, it will be approved and can receive donations. If a donor does not provide the required information, the donation cannot be processed.

If a donor gave to a Write-In Charity last year, and cannot find them in our 2006 Charity Guide, it means the charity did not make formal application with the CFD for the 2006 campaign. The charity can likely be found on the online database – under Write-In Charities.

Frequently Asked Questions and Answers about the Combined Fund Drive

Q. Why have a CFD?

A. The Combined Fund Drive was formed to raise money for charities and reduce the disruption to government that formerly existed when there were multiple fund drives. A once-a-year campaign makes it easy for donors to make an investment in charitable organizations through payroll or pension check deduction that begins in the new year. Additionally, new employees can sign up any time.

Q. Why not give directly to a charity?

A. For the charity....It's cheaper for a charity to process one check from CFD than process many checks from individuals. Consistent monthly income allows charities to plan their annual budgets and helps to even out the seasonal peaks in revenue. Annual budgets help charities to use its money more efficiently. Charities costs are lowered through workplace giving programs. Consolidation of employee gifts can leverage dollars for matching grants funds.

For the employee...Painless deduction at each pay period rather than writing one lump sum check. Enhancement of state employee image and self-pride as a state donor, ease in supporting more than one charity.

Q. Why should I contribute to CFD when I don't use charities' services?

A. Charities touch our lives every day. Your support represents an insurance policy that agencies will be there when or if you, or anyone you know, ever have a need.

Q. How does the campaign work?

A. Over 3,500 state employees volunteer to conduct the annual campaign. These volunteers ask each employee to consider giving to charity. Donations are collected by each state agency and institution and sent to the State Treasury. Donations are disbursed to the charities on a quarterly basis. Interest earned at the State Treasury is added to the charity disbursements.

Q. Where does a donation get sent to?

A. If a donor selects a charity, contributions are sent where the donor decides, or to the charity via its corresponding federation. The CFD does not allocate funds to charities. If a donor gives to the CFD General Fund, charities receive undesignated funds proportionate to their share of designated funds.

Q. Is CFD a United Way campaign with a different name?

A. No, CFD is a separate campaign for state, retirees and other employee groups. The CFD campaign often runs concurrently with other community campaigns. State rules govern the CFD. CFD is a program of the Department of Personnel based out its headquarters in Olympia. Governor Gregoire is our campaign chair and appoints a Committee to oversee the CFD program.

Q. What is the timing of the campaign?

A. The 2006 CFD Charitable Giving campaign runs from Sept 15th, 2006 – Dec 18th, 2006 and these funds begin being deducted in 2007. Donors are able to make pledges anytime throughout the year.

Q. Why am I being solicited to give to charity when it is not state business?

A. CFD is an authorized government activity. State agency management appoints employees to staff CFD. Agencies value the training and experience their employee-volunteers gain from their CFD assignment.

Q. How can I give?

A. To make a donation employees can either go online and use our online system, the GivingStation, or complete a contribution form. There are three ways to give:

Monthly Payroll Deduction. This is the easiest way to give. It is deducted equally from each payroll or pension check you receive during the calendar months of January through December. It rolls over year after year.

One-time Payroll Deduction. This contribution will be taken from your paycheck check in January.

Personal Check. Checks may be written to individual charities or to the CFD.

Volunteer. Give time to any charity, or help with the CFD campaign.

Q. Can vacation time, credit card, bequests, will gifts, endowments, and beneficiaries of life insurance be included as donations through the CFD?

A. No, these procedures are being researched but are not available at this time.

Q. Are donations kept confidential?

A. Donor name and email are disclosed unless the donor requests anonymity on a contribution form. To be recognized for your gift, leave the “I wish to be anonymous” box blank on the contribution form. When using our GivingStation you have many more options where you can specify how you wish to be acknowledged, and you can make gifts in honor of, or in memory of, a special person.

Q. Is my personal information in the GivingStation protected?

A. Your personal information, although it is used to process your donations, belongs to you. Your personal information will never be shared, traded, sold or used in any manner not explicitly approved by you.

Q. If I contributed via a contribution form last year, but would like to contribute online this year, what do I do?

A. If you contributed via a Contribution Form last year, you will already be registered in the GivingStation. Simply logon with Username = FirstnameLastname ex. JohnSmith and Password = SSN. If you are unable to login successfully, contact the Washington State CFD GivingStation Customer Service by phone at **1-877-GIVE-CFD (448-3233)** or by e-mail at GiveCFD.support@givingstation.com to receive assistance.

Q. One of my employees cannot login to the GivingStation, what do I tell them?

A. Refer the donor to the Washington State CFD GivingStation Customer Service by phone at **1-877-GIVE-CFD (448-3233)** or by e-mail at GiveCFD.support@givingstation.com to receive assistance.

Q. How does a charity get included in the charity guide?

A. The charities participate in a yearly charity application process. The charities are reviewed for 501(c)3 or 170(c)1 status, anti-terrorism compliance, and registration with the Washington Secretary of State. Upon approval, they are included into the printed charity guide.

Q. Why should I support charities of which I disapprove?

A. You never have to. It's a donor choice program. You decide where your donation goes. CFD includes more than 2,000 charities very diverse charities.

Q. What is the "%" number after the charity name in the Charity Guide?

A. The symbol is the percent of administrative cost reported by the charity.

Q. Can I give to any charity I want?

A. Yes. As long as the charity meets screening requirements. Writing in a charity that is not listed in the charity guide is allowable. Include the name, address, telephone number, email, and the charity Tax ID number on the contribution form and specify the amount of your monthly contribution. Do not fill in a charity code.

Q. How do I donate to a charity that is not currently listed in the GivingStation?

A. If you cannot find a charity using the search feature, you can submit a charity to be included in the GivingStation. Select the Suggest A Charity link. Fill in all the required fields and click submit. The suggested charity will be run through a series of checks, and upon approval, the suggested charity will be added to the campaign. An email will be sent to you notifying you of its inclusion. In the event your charity is denied, you will receive an email informing you of the decision. Typically, this process takes between 7-10 business days.

Q. How do I make a pledge to a particular program of a charity?

A. The best way to do this is to go onto the GivingStation, select the charity and insert the program name under program designation. For employees using a contribution form, they should insert the name of the charity, a hyphen, and the program name.

Q. What do I do to increase/reduce the amount of my pledge to a charity?

A. The easiest thing to do is to log on to the GivingStation. Go to your Pledge History and find your pledge. Cancel your existing pledge. Go through the pledge process and create a new pledge to your designated charity with the updated donation amount.

Q. How do charities thank me for my gift?

A. During the online pledge process, the donor is prompted to enter 'Shared Donor Information'. The choices are: 1) name, address and email 2) name and address 3) name and email 4) anonymous. The donor should ensure that the specified information is current by clicking on the Account Information link on the navigation bar. The donor should choose whether the Employee Provided Information or the Company Provided Information is the primary contact information. If the donor would like to enter Employee Provided Information, s/he may do so.

If a donor completes a contribution form the only acknowledgment option is to be thanked by email or to be anonymous. Any contribution forms that do not have a request for anonymity need to include an email address for the donor to receive acknowledgment.

CFD provides charities with acknowledgment information quarterly. When and if the charity sends a thank-you is dependent upon the charity.

Q. How do I know the charity received my donation?

A. Call the CFD at 360-664-1995, or the charity directly to obtain confirmation when the state warrant or electronic funds transfer was sent to your charity. Additionally, charities are encouraged to send a thank-you for your gift, if a donor wishes to be acknowledged for the gift. There are government audits that oversee CFD's distribution of funds.

Q. When will my monthly payroll pledge be taken from my paycheck?

A. Recurring pledges made during the campaign (Sept 15th, 2006 – Dec 18th, 2006) begin deductions in January 2007. The pledge amount will continue deductions monthly (Jan – Dec). If a pledge is made outside of the campaign time, deductions begin in one of the next two subsequent paychecks. For example, a \$10 per period recurring pledge made on Nov 1, 2006 will begin deductions in Jan 2007. A \$15 per period recurring pledge made on Feb 15th, 2007 will begin deductions in March 2007. A \$20 per period recurring pledge made on Feb 27th, 2007 will begin deductions in April 2007.

Q. How do I make a donation by check in the GivingStation?

A. Make a pledge in the GivingStation through the normal process. Choose check as the payment type. Make the check payable to either the CFD or to the Specific Charity. Be sure to include the Pledge ID(s) on the memo line of the check. If you have multiple pledges, you can make a single check for all pledges. Send the check to: Combined Fund Drive, PO Box 47500, Olympia, WA 98504-7500

Q. Who does a donor contact with a question about pledges on the GivingStation?

A. Call the Washington State CFD GivingStation Customer Service by phone at **1-877-GIVE-CFD (448-3233)** or by e-mail at GiveCFD.support@givingstation.com.

Q. When will a one-time pledge be taken from my paycheck?

A. One-time pledges made during the fall campaign will be deducted from your paycheck in January 2007. One-time pledges made during the remainder of the year will be deducted in a subsequent paycheck. For example, a \$10 one-time pledge made on Sept 29th, 2006 will be deducted in Jan 2007. A \$15 one-time pledge made on Jan 10th, 2007 will be deducted in Feb 2007. A \$20 one-time pledge made on Jan 22nd, 2007 will be deducted in March 2007.

Pledge Date	Deduction Begins	Distribution Timeframe
Sept 15 th , 2006 – Dec 18 th , 2006	Jan 2007	April 2007
Dec 19 th , 2006 – Jan 20 th , 2007	Feb 2007	April 2007
Jan 21 st , 2007 – Feb 20 th , 2007	March 2007	April 2007
Feb 21 st , 2007 – March 20 th , 2007	April 2007	April 2007
March 21 st , 2007 – April 20 th , 2007	May 2007	July 2007
April 21 st , 2007 – May 20 th , 2007	June 2007	July 2007
May 21 st , 2007 – June 20 th , 2007	July 2007	July 2007
June 21 st , 2007 – July 20 th , 2007	Aug 2007	Oct 2007
July 21 st , 2007 – Aug 20 th , 2007	Sept 2007	Oct 2007
Aug 21 st , 2007 – Aug 31 st , 2007	Oct 2007	Oct 2007
Sept 15 th , 2007 – Dec 18 th , 2007	Jan 2008	April 2008

Q. How often does the CFD distribute money?

A. The CFD distributes donations on a quarterly basis. Payroll deduction collected Jan, 2007 -March 20th, 2007 will be distributed in late April 2007. Donations collected March 21st, 2007 – June 20th, 2007 will be distributed in late July 2007. Money collected June 21st, 2007 –September 20th, 2007 will be distributed in late October 2007. Money collected September 21st, 2007 – December 18th, 2007 will be distributed in January 2008.

Pledge Period	Quarter	Distribution
Sept 15 th , 2006 – March 20 th , 2007	Q1	April 2007
March 21 st , 2007 – June 20 th , 2007	Q2	July 2007
June 21 st , 2007 – Sept 20 th , 2007	Q3	Oct 2007
Sept 21 st , 2007 – Dec 18 th , 2007	Q4	Jan 2008

Q. How do I obtain a receipt for my pledge?

A. For payroll pledges, your paycheck stub may be used as confirmation for tax purposes. For check pledge payable directly to the charity, contact the charity directly to obtain a receipt for your pledge, or use your returned check.

Q. What do I do if an employee needs to stop giving right away? What's the process and how long does it take?

A. Tell the donor to cancel their pledges in the GivingStation. If the donor cancels before the 20th of the month, their deductions will not be taken the following month. If the donor cancels after the 20th of the month, their deductions may take up to 6 weeks to stop deducting. Note: In most cases, please do not contact your payroll center directly to have a recurring payroll deduction stopped. You must always cancel the pledge via contribution form or the GivingStation. This information will be passed to your payroll center and the deductions will stop. In most cases, donors who cancel through their respective payroll centers hinder the process.

Q. We have an employee who donated at their old state job. Does it carry over?

A. The employee should contact the Washington State CFD GivingStation Customer Service by phone at **1-877-GIVE-CFD (448-3233)** or by e-mail at GiveCFD.support@givingstation.com to ensure that they are linked to the proper agency in the GivingStation.

Q. Can I continue to give to the CFD upon retirement?

A. Public agency retirees (state, county, city, school, etc.) may give to charities through monthly deduction from their retirement check. The Department of Retirement Systems and the Department of Personnel are responsible for coordinating this effort for the CFD. For a contribution form or more information about this convenient method of giving, please contact the CFD office at **(888) 353-9396/(360) 664-6811**, or e-mail: cindyc@dop.wa.gov.

Q. A donor came to me and is now retiring. What do I need to do?

A. Tell the donor that he is still eligible to contribute. The donor can contact the CFD office to ensure that s/he is properly classified as a retiree.

Q. How do I find more information about the CFD campaign? How do I obtain detailed information and the results on the 2005 campaign?

A. For more information, please contact the CFD office at (360) 664-1995, e-mail: cindyc@dop.wa.gov. 2005 campaign data is included in the Appendix of this Guide. The mailing address is PO Box 47530, Olympia, WA 98504-7530. We will be glad to provide the information you need.

Q. Who is CreateHope and what role do they play?

A. CreateHope, Inc. is the vendor selected to provide electronic pledging services, including a dedicated and secure website, to employees for the employee giving campaign.

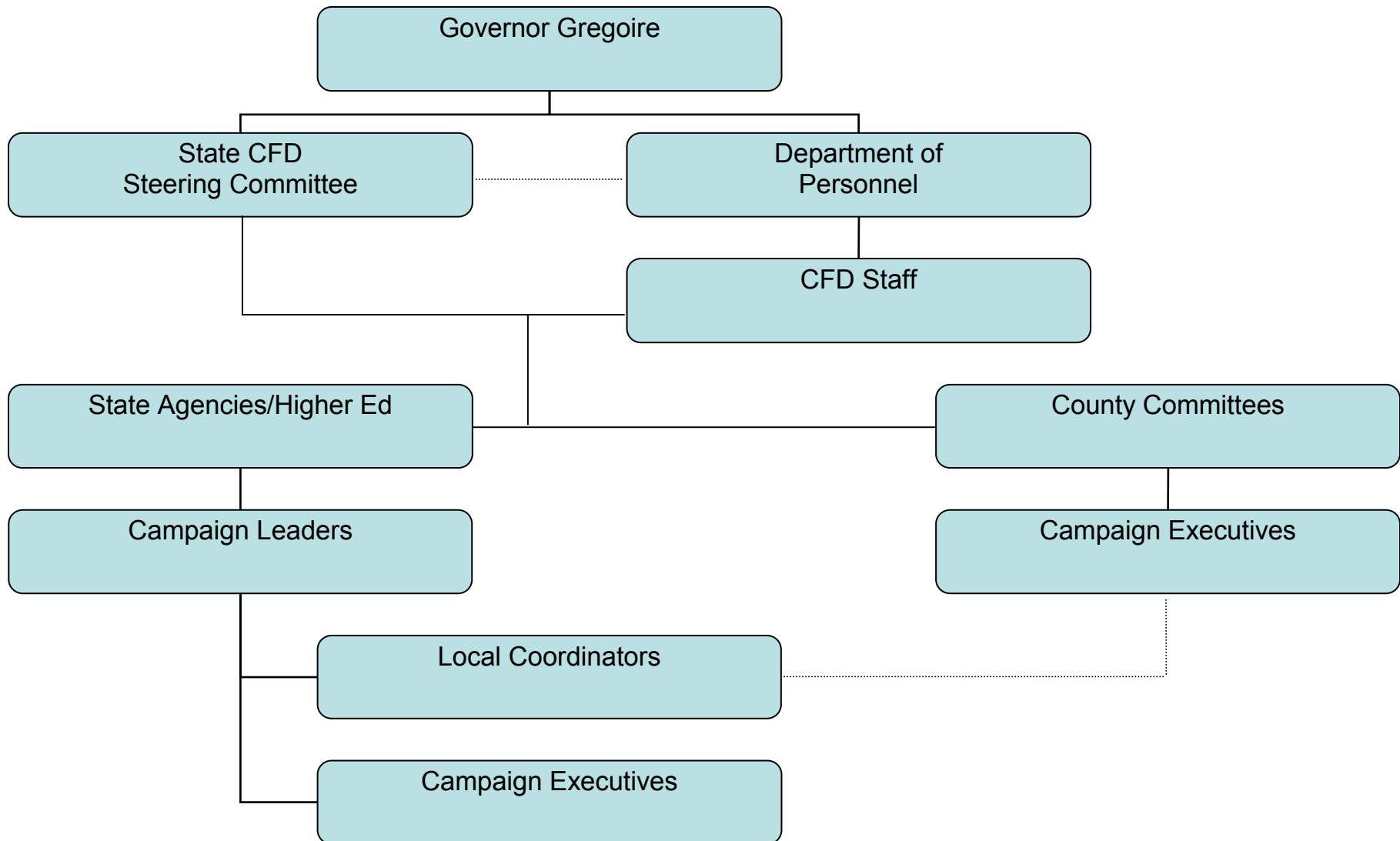
Section Two: CFD Organizational Structure



Section Two provides a summary of the organizational structure of the CFD program, and the roles and responsibilities of the work conducted by the various volunteers and staff.. This includes a job description for the Campaign Leader, along with activities that need to be completed before, during and after the campaign. The organizational chart helps to see how information is usually communicated in the campaign.

This section also includes information about recruiting local coordinators to help with your campaign, reasons to volunteer, and a job description with an overview of the tasks you will want local coordinators to complete. When local coordinators attend training they will receive their own training guide.

This section also includes a listing of activities by category of work that the Campaign Leader should consider incorporating into their campaign in case you have volunteers interested in supporting particular areas of the campaign, like marketing.



CFD Campaign Chairperson

Governor Gregoire acts as the Campaign Chairperson of the Drive. The Campaign Chairperson assists in promoting the CFD at the cabinet level, throughout the state, and by responding to requests of the CFD Committee.

CFD State Committee

See attached list in the Appendix of Committee members. The Committee is appointed by the Governor to establish policies and procedures for the Combined Fund Drive.

Department of Personnel

CFD is a program of the Department of Personnel (DOP). CFD staff is employees of DOP. DOP provides managerial and administrative support for the CFD program.

CFD Staff & Campaign Executives

Please see the staff listing on page 4 of this Guide. The role of CFD staff is to manage the program, manage day-to-day operations, distribute funds to charities, assist agency and county volunteers and donors, and generate support for our workplace-giving program. Campaign executives assist volunteers to develop effective campaign plans. They may make presentations at campaign events and staff meetings, help volunteers organize special events, and distribute materials to local offices as needed.

State Agencies, Boards, Commissions & Institutions of Higher Education

Any employee paid by the state can participate in the CFD. CFD provides services and communicates with agency and campus management, including payroll offices, as necessary, as well as working with the campaign employee-volunteers.

County Committees

CFD helps establish county committees so the campaign maintains a sense of connectedness and community statewide. The goals of a County committee are to: ensure there are trainings for CFD volunteers in their county; ensure information and marketing resources are available for the campaign volunteers, provide information about charity speakers in the area, and ideally, host a campaign kickoff event, and a means to recognize volunteers in the area. County committees interact directly with the Local Coordinators assigned by the Campaign Leader, and often county committees contact the Campaign Leaders in their county to see if they need assistance, or if they are experiencing challenges identifying volunteers for a particular agency in the county.

Campaign Leader

Description: State agency and higher education employee(s) appointed by each state agency director or campus president.

Role and Purpose of Agency/Higher Education Campaign Leader

To develop and implement a campaign plan that ensures all employees are given an opportunity to be involved with the Combined Fund Drive (CFD) as contributors.

Criteria:

- Enthusiastic and positive about the CFD.
- Strong interpersonal, leadership and excellent organizational skills.
- Well-respected by co-workers and management.

Suggested Activities:

1. Learn about the advantages of the CFD program, past agency campaigns, the interests of your employees, and needs in your community.
2. Evaluate your agency's dynamics. Develop and implement a campaign plan for your agency or institution of higher education that ensures all employees are given an opportunity to be involved as contributors and/or volunteers. See sample campaign plan.
3. Establish campaign goals with management; determine agency guidelines regarding ethics issues, solicitation and vendor policy. Establish time frame for campaign. Assure appointment process for local coordinators. Make efforts to involve the agency director/campus president, executive management team and union leaders.
4. Determine the cash handling policy for cash handling for fundraising, if applicable. Define policy for routing of forms.
5. Recruit volunteers (local coordinators) to support you and the agency effort. Identify individuals to run the local office and departmental campaigns for your institution, where applicable. The goal is one volunteer for every 25 employees. Share your agency plans, fundraising/cash policy, and any agency guidelines with all volunteers.
6. Work with CFD staff to generate/obtain campaign reporting results.
7. Encourage local coordinators to coordinate with, and attend county trainings, where applicable.
8. Oversee campaign – thoroughly and efficiently follow up on all aspects of the campaign. Work with volunteer team and campaign executive to coordinate and plan informative employee meetings and special events. Promote participation of employees in agency events and county kickoff.
9. Finalize campaign, say "Thank You" many times and recognize employee efforts.

Ensure all campaign paperwork is submitted to the CFD by November 30, 2006.

10. Evaluate the campaign and make recommendations for next year.

Recruiting Volunteers

The CFD refers to the employee-volunteers recruited by the Campaign Leader as Local Coordinators. **Local Coordinators have a tremendously important role in the campaign, and it is important to identify qualified volunteers. You should work with your top management to define the best way for you to interact with management so that volunteers' supervisors understand this effort is supported. Local coordinators' work significantly affects the success of the CFD campaign in your agency or institution because these are the employees who convey your campaign message to staff. CFD recommends you invest the time to request or select the most qualified local coordinators with the skills you need.**

- Select local coordinators from all employee groups, including management and labor leadership. CFD recommends a ratio of one coordinator per twenty-five employees, or a minimum of one coordinator for each office.
- Look for local coordinators who relate well to fellow employees and who understand their needs and interests and are comfortable asking employees to give.
- Qualifications include a *personal commitment* to helping others and to a successful CFD campaign.
- *Enthusiastic* and positive attitude and good rapport with co-workers.
- *Ability to identify goals* and develop a plan of action.
- *Good follow-through.*
- *Ability to constructively evaluate outcomes* and provide recommendations for improvement.
- CFD encourages Campaign Leaders to clearly outline parameters of the agency campaign and deadlines for their coordinators. You want to make sure your volunteers understand your agency's guidelines.

You can explain the benefits of volunteering as a local coordinator

1. Opportunity to help others.
2. Opportunity to interact with new people from your worksite, other agencies, and your community.
3. Opportunity to develop and/or demonstrate skills in planning, organizations, oral presentations, written communication and evaluation.
4. Opportunity to attend Management training
5. You/the director will send a note of thanks, or a chance to be nominated for an award.

Tasks Campaign Leader should outline for the local coordinator role.

- Attend local coordinator training at the agency or in their county.
- Recruit diverse volunteers, as necessary, in order to reach all employees in the workplace. Encourage solicited volunteers to attend training.
- Plan meetings with CFD volunteers and management.
- Coordinate correspondence from the local Manager/Administrator to staff supporting the campaign and encouraging participation.

- Serve as the CFD resource person for your work-site.
 - ✓ Work with Campaign Leader to determine campaign goals.
 - ✓ Become familiar with your fundraising policy, ethics and solicitation rules.
 - ✓ Become familiar with procedures for completing and routing campaign forms for your particular agency.
 - ✓ Ability to explain the benefits of giving through the CFD, and the advantages of payroll deduction.
 - ✓ Ability to explain to employees how to navigate the GivingStation.
 - ✓ Provide information and CFD materials to co-workers.
 - ✓ Knowledge as to how to make respectful asks (demonstrated at training), and to encourage giving that is voluntary. CFD's goal is to sustain a group of well-informed, optimistic and voluntary donors.
 - ✓ Keep the Campaign Leader/Manager/Administrator up to date with the campaign.

- Promote the campaign.
 - ✓ Involve key people such as a communications person, union shop steward, finance office and the boss.
 - ✓ Display posters, CFD video and other creative means of publicity.
 - ✓ To coordinate awareness building activities and fun events,
 - ✓ To present each employee with the opportunity to participate in the CFD (100% ask) either one-on-one, at staff meetings, or special events so each employee is given the opportunity to give.
 - ✓ Educate employees about community needs and services provided by charities.
 - ✓ Keep your co-workers involved and up to date on campaign progress.

- Coordinate recognition of local CFD volunteers and attend county recognition.

Local Coordinator Time Line

Planning	June – August
Local coordinator training	August – September
Distribution of materials	Beginning in early September
Campaign	Mid-September to December
Wrap-Up	November and December
All forms due to campaign leader	by November ?? Campaign leaders must submit to CFD by November 30, 2006
Evaluation	December

Below is a checklist for the campaign leader by type of work – see campaign checklist on page 3 for chronological checklist.

Communication

1. Recruit and assure appointment of Local Coordinators to manage the campaign in each local office, where applicable.
2. Provide information to the CFD office on amount of campaign materials needed at each office. ****The Campaign Leader is responsible to forward contact information and quantity of supplies to be mailed to your local coordinators to the CFD office by June 2, 2006.** CFD requests mailing address for each of your volunteers to ensure your entire agency receives supplies. We also to give our county committees your volunteer names and information to contact for training.
3. Involve the Agency Director/Higher Education President, executive management, and union leaders in the drive to demonstrate top level support statewide. You may want to secure an executive sponsor.
4. Appoint and educate Local Coordinators about any agency specific policy(ies) regarding the campaign. Encourage them to get their management involved.
5. Ensure training information is made available to all volunteers and that training attendance is encouraged.
6. Communicate goals and plan to volunteer team.
7. Communicate with your county committee, where applicable, and encourage employees/volunteers to participate on other county committees.
8. Work with CFD office/county committees to nominate volunteers for recognition to the local county committees and CFD office for exceptional work.
9. Your role as Campaign Leader is to provide answers to volunteers' and employees' questions about the CFD – make sure you're informed.
10. Communicate goals and progress about the campaign throughout agency.

Campaign Giving

1. Assure that each employee is aware of the CFD and has a contribution form or information flyer about the GivingStation [have a modest supply of materials available].
2. Assure each employee receives a personal communication to consider using our workplace giving program for their charitable giving [100% ASK]. Please be familiar with the GivingStation and how to complete the contribution form and fundraising forms.
3. Review donors' contribution forms for completeness and submit to the CFD office in a timely manner. Please make sure forms are kept confidential.
4. Visibly participate in all CFD activities in your office/region. You are a leader and should set an example of participation.

Marketing

1. Use existing marketing avenues/resources in your workplace to promote the CFD and create a consistent agency message.
2. Promote past campaign accomplishments and current year goals.
3. Encourage visibility of charities (employee experiences, speakers, informational materials).
4. As a leader, incorporate a CFD presentation in your all-staff meetings to increase participation through monthly payroll deduction.
5. Organize an Agency/Campus Kick-Off or Special Event. Have fun and rally people to give to charities through the CFD.
6. Promote the campaign with posters, signs, etc.
7. Encourage development of recognition events to thank employees.

Section Three: How the State Campaign is Run and Best Practices to Run the Campaign



The CFD campaign belongs to your agency or campus, and should have its own look and feel that reflects the ideas, dynamics and values of your workplace. Please bear in mind there are essential concepts that should be included in all CFD campaigns statewide. This includes how CFD asks that the campaign be presented to employees, usage of our theme, the program's objectives, key resources we'd like you to utilize, recommendations about speaking to employees about the campaign, and how to respond to feedback about the campaign,

This section also outlines Best Practices to be utilized for a successful workplace campaign, and provides a sample campaign plan, and room to craft your own. You can refer to the best practices and sample plan when designing your own plan!

CFD's Goals & Requirements

1. Interacting with employees and employee information.

- We're all first class citizens. Volunteers and CFD staff commit to treating everyone with courtesy and respect, regardless of giving status or pay.
- CFD is an optional program. CFD does not advocate high-pressure solicitation. Employees donate to express their support of the charities of their choice. CFD emphasizes a 100% ask philosophy.
- We will keep all employee and donor information confidential.
- We're all working for a common good. And so are people who volunteer their time, donate in-kind items, and make contributions. We recognize all these forms of giving as important and necessary for a healthy community and campaign.
- We will make efforts to understand the ethics guidelines of our particular agency.
- The CFD is a unique program that unites employees together as a cohesive group – as a community that can make a difference.

2. Use of the theme: Making a World of Difference

- The key message is encouraging employees to get involved and make a difference in the lives and causes that speak to them.
- We know that by working together, with our colleagues and with our neighbors, we can do more than we can alone.
- Each of use as individuals contributes to make a difference.
- Your contribution can reach your neighbor or the other side of the world – it depends on you!

3. Objectives

- We want to incorporate the value of philanthropy into our state workplace.
- We want to build a sense of community and pride about the giving by our employees.
- We want to inspire positive feelings - put people in touch with the rewards of giving.
- We want to educate, and listen and respond to employees' needs.

When employees from a broad array of agencies/higher education institutions were surveyed in 2005 about why they give through CFD, they replied, in order of popularity:

Feels good to give back to the community/nation/world
Convenience of using payroll deduction
I can support a specific charity
I can support a wide-range of charities
Feel it is my civic duty to give to charities
Know someone who has benefited from a charity
Have volunteered for CFD or a charity
The CFD helps give more to charity
Director/agency/colleagues support the campaign

4. Key elements to the campaign

- Please utilize CFD materials – CFD poster and video, our forms and Charity Guide.
- Inform employees about how to complete forms and use the online GivingStation
- Communication – people need to be educated about the campaign.
- Delivery of CFD forms and information.
- CFD website for Charity Guide and the online GivingStation
- Returning information to CFD so donations can be processed in a timely manner.

5. The appearance and tone of the volunteers and the campaign

- Encourage volunteers to smile, laugh -- convey a warm and supportive feeling.
- When possible create a personal interaction with employees - strive to connect, ask what they are interested in.
- Focus on real people whenever possible
- Maintain an inexpensive appearance, and a simple, consistent look to everything.

6. We understand not everyone may give – don't take it personally! There are some tough comments and questions you might hear from employees and volunteers. The best you can do is to have prepared responses to those who may challenge the value of giving.

- See Jumping over Hurdles for a Successful Campaign in this section for responses to questions you may receive.

Evaluation and follow-up:

- As you conduct your campaign you will receive periodic updates with your campaign progress. Once the campaign is complete the CFD office will issue a final campaign report that will include your final results and how your campaign compared to the previous year, and where you rank amongst other agencies of similar size. You can pull the most positive statistics and thank your co-workers and fellow committee members for their participation and support.
- If you receive disappointing results, evaluate your program, your publicity, and overall effort and look for room to improve.
- If you win any awards for your agency's participation at the CFD Appreciation Event, be sure to include it in your agency newsletters, send a note to the FTE, and post your prize in a prominent place!

Jumping over the Hurdles for a Successful Campaign

This campaign is too much work, I can't do this. Ask for help from: co-workers, management, a campaign executive, CFD staff, other volunteers, county committees, charity representatives.

I can't coordinate a multi-office, multi-shift campaign. See above.

I can't live up to last year's campaign results. We live in a wonderful state, and employees understand the need to help. Much has been done, but there is still a great need out there.

I don't want to ask people for money.

- Think of it as sharing information about the campaign and needs, not asking for money.
- Share enthusiasm and passion about making a difference.
- The number one reason people don't give is that they are not asked.
- Think of it as asking them to make an investment in what they care about, to make a contribution for a better world.

I can't tell if my boss is supportive. CFD is the number one workplace giving program in the nation, based on our number of employees. Giving is good for our morale, leading to increased productivity. Sit down together and understand your boss's expectations.

I don't have the money right now; have you seen gas prices? Or union dues?

- Make sure employees know they can pledge by pay period, and that it doesn't take a lot to make a difference.
- Provide them some charity information about what kind of impact they can make.

Get me a raise, I'll give you some money. Ask if they might consider giving up a latte a day, because it can make a big difference.

I don't like one of those charities, I'm not giving. You have the ability to give to any charity you want. You don't have to give to them.

I'm too busy. It's easy! In five minutes you can fill out a pledge that can change lives. I'll even help you!

I give directly. See answer in the FAQs about why payroll deduction is more efficient.

My donation doesn't make a difference – I don't even know what happens to my money.

Donating to charities creates positive outcomes for whatever cause you believe in. Workplace giving is an efficient way to give!

Share charity information and outcomes.

Use your charity handbook and CFD website for statistics and information.

Use charity speakers and tools.

Best Practices for a Successful Campaign

The primary elements to running an exciting and educational campaign are planning, enthusiasm and creativity!

1. Confirm the Agency/Campus Management's Support

Research on successful workplace giving programs shows that there must be a culture in the workplace that supports the program with active and visible involvement of senior management.

- Meet with Agency head to discuss your preliminary ideas as Campaign Leader.
- Review past campaign performance and goals. Setting a new goal will guide your efforts every step of the way. Seek to increase participation rates, expand attendance at campaign events or improve employee morale.
- Have the director or managers agree to do something special, silly, funny, etc., if your agency or department exceeds its goal.
- Obtain head's personal commitment and support including writing endorsement letters urging employees to participate and participating in employee promotional events.

Endorsement letters can include:

- What the CFD is and why it's beneficial for employees to choose workplace giving as the means of contributing to their communities
 - Past campaign performance and goals for this year;
 - Directions on who will be contacting employees and how they can participate; and
 - Possible incentives or contests for those who participate.
- Provide time for educational and motivational programs, such as campaign planning meetings, solicitor training, agency tours or presentations, and employee campaign meetings.

2. Recruit, develop and train a Campaign Team

- Select key people from all employee groups, including management, and labor leadership, if applicable. CFD encourages one coordinator for every twenty-five employees.
- Be sure committee members understand CFD and will participate enthusiastically. Look for people who relate well to fellow employees and who understand their respective needs and interests.
- If appropriate, recruit a co-coordinator who will be prepared to lead the agency campaign next year.
- Begin planning well before campaign time, and assign specific responsibilities with completion dates.
- Encourage your volunteers attend the CFD Local Coordinator training or provide agency specific training. Coordinate any training you do with the CFD office.

3. Develop a Campaign Plan and Goals

- Be sure you understand CFD campaign procedures. As Campaign Leader, you need to make sure you create a process and timeline for any of your local coordinators to send their CFD Contribution Forms, Check Logs and Fundraising information to you.
- Review past campaigns to identify strengths and areas for improvement. Take time to assess what would work for your agency or institution based on the people there!
- Establish campaign goals that will provide motivation and a sense of accomplishment throughout the campaign.
- Decide if you want to have a major kickoff event to draw attention to your agency's campaign efforts. Publicizing this event will provide added publicity for your agency's overall campaign. For some great "FUNdraising" ideas see the online handbook.
- Consider campaign award criteria when setting your goal.
- Develop a campaign strategy and timetable.
- Select a volunteer to coordinate communications throughout the agency. Help the communications volunteer to develop messages to use in agency newsletter and periodic e-mail messages to remind co-workers to participate in the CFD. Use the letter drafted for your agency head as a building block. You may want to create or flyers explaining how monthly contributions add up to big results.
- As you pass landmarks in your campaign, be sure to report back to your co-workers through the newsletter or e-mails to maintain enthusiasm for the campaign and to encourage continued participation.

4. Promote and Educate

- Prepare and distribute a complete campaign calendar of events.
- Include CFD information and campaign information in newsletters, bulletins boards, emails, intranet, banners, etc.
- Print a question and answer column in your employee newsletter.
- Schedule employee meetings to talk about the campaign.
- Provide information to employees retiring this year about the opportunity to continue their donation through the CFD.
- Utilize the CFD video, displays, balloons, and charity speakers.
- Track your department's campaign progress in a creative, public way.
- Hold special events to add fun and excitement to the campaign.
- Look for people in your agency who have used CFD services to talk about how they were helped.
- Have food and refreshments at employee meetings when you talk about the CFD. (CFD can reimburse for some costs)
- Inviting charity speakers to regular meetings or special events both motivates and informs employees.

5. Asking Employees to Give

- Establish a time-line for completing the 100% ask process.
- Make sure local coordinators are knowledgeable about making the ask (addressed in training) and how to complete a contribution form.
- Inform volunteers about how to use the GivingStation.
- Make sure that everyone is personally asked either one-on-one or in a group. (100% ask). If you make a group ask, follow up with a one-to-one visit.
- While the introduction of online giving and email has presented some advantages in terms of reducing time and cost, it can result in a loss of personal contact, sometimes leading to a drop in employee participation. We still must personally reach out and connect with employees.
- Collect contribution forms during the campaign and send them to the CFD – all forms are due by November 30, 2006. Please submit them earlier, when possible.

Employee incentives to participate

- Use incentives to encourage employees turn in the Contribution Form early, or show they accessed the GivingStation, even if they do not choose to give. Give employees a deadline to demonstrate they learned something about the CFD and if they answer questions by a certain date, they will have qualified to be in a prize drawing. Some prize ideas include: special parking space, flower bouquets, home-baked cookies, box of chocolates, lunch on the boss, etc. Be sure to include all employees.
- Use incentives to encourage employees to attend the CFD presentation. Entice them in the morning with muffins and coffee or in the afternoon with cookies or cake, tape lottery tickets to the bottom of certain chairs, or put attendee names into a prize drawing at the end of the meeting (must be in attendance to claim the prize).
- Use incentives as a means to encourage the help of all employees in reaching goals -- whether monetary or participatory. For example, ask management to all a “dress down day” as a reward for meeting participation goal.

6. Report Campaign Results (Reports will be available from the CFD office)

- Advise your Agency Head and your campaign committee of your progress.
- Report campaign progress to local coordinators so they can post campaign results for employees to see progress.
- Distribute final results to agency head and local coordinators. (Report will be given from the CFD office and you can generate reports from the GivingStation.
- Analyze campaign results to determine whether objectives were met. Produce a summary sheet for next year’s Campaign Leader, and submit to management.

7. Thank Employees, Recognize Volunteers and Overall Campaign Success

Recognizing employees and volunteers is central to any campaign. We all like to be appreciated for what we do. Recognition from our peers and management is especially valuable and demonstrates appreciation.

- Announce your campaign results publicly. Broadcast your success! Report results to employees via e-mail and/or display a campaign thermometer.
- Run thank-you messages in employee newsletters and post them on bulletin boards.
- Develop a bulletin board display with photos and mementos of your campaign activities.
- Attend a CFD Recognition Celebration, usually held in late January. Congratulate yourself for a job well done.
- Thank any sponsors.
- Hold a thank you event. It doesn't have to be fancy, a cake and punch, popcorn, or ice cream. Invite your director, and a CFD charity to help say the thank you to employees.

Ways to recognize your Local Coordinators

- Create Recognition Certificates to hand out to your volunteers.
- Recognize of your Local Coordinators and other volunteers. Send thank-you letters or certificates from management to committee members and local coordinators, and their supervisors.
- Recognize departments for outstanding contributions or participation.
- Local County Committees may also provide a volunteer appreciation event. Check with your County Chair for details about this event. Advise your volunteers to be looking for correspondence from their county committee about a recognition event in their area to see if your agency has won awards in a particular county!
- Local Coordinators receive a recognition item when they attend the Local Coordinator training. If you provide your own training, let the CFD office know and they will provide you with these items.
- Give creative gifts like:
 1. Thanks for raisin' the dough! Give a small box of raisins wrapped in play money.
 2. You're a life brightener! Give a scented votive candle.
 3. We appreciate our Motivated & Multi-talented volunteers! Give a bag of M&Ms.
 4. A toast to a job well done! Give a plastic wineglass filled with jellybeans.
 5. "You are a LIFESAVER!" Give Lifesaver candy with a thank-you note.
 6. "You take the cake!" Give a cupcake with a card saying you take the cake.
- Thank everyone – and that include you! Together, you have made a difference!

Draft of Campaign Plan and Timeline For: _____

Campaign Dates: _____

May

Due Date

June

Due Date

July

Due Date

August

Due Date

September

Due Date

October

Due Date

November

Due Date

December

Due Date

January 2007

Due Date

Sample Campaign Plan

For state agency campaign operating September 15 – October 31st

May

1. Ask the Agency Director/Higher Education President for his/her support. Present them with a campaign ideas and overview of how you will run the campaign.
2. Contact the Financial Manager at your agency to work out a cash handling strategy for your agency. Feel free to call Randy or Cindy at CFD to meet with you and fiscal staff.
3. Contact local office directors and central office unit heads requesting campaign local coordinators for each office in your agency. (Sample A, page 33)
4. Send the Local Coordinator names to the CFD office by the end of the month.
5. Begin to set up a Campaign Committee of dedicated, creative, and effective fellow employees.
6. Promote Wild Waves events, distribute coupons, and other pertinent activities.

June

1. Contact Local Coordinators thanking them in advance for their efforts. (Sample letter is the Appendix.
2. Share your plan, agency policies with local coordinators.
3. Advise coordinators of county training dates that typically take place in July-September (Not every county has training) Cindy is happy to go to local offices around state to help with training – just let her know where you have employees where you need training.

July

1. Decide on an Agency Campaign theme if you desire.
2. Plan promotional event(s) to publicize the CFD campaign. (Headquarters and local offices).
3. Plan a kick-off event for your agency to take place at the beginning of your campaign.
4. Ensure that local/campus coordinators have been notified of the local/campus coordinator training – and encourage their attendance

August

1. Hold CFD informational sessions with employees at staff meetings including information about the CFD and the charities.
2. Establish mechanism for processing campaign contribution forms. (The CFD office can send reports to you every two weeks throughout the campaign.)

September

1. Have your agency director or school president send a memo to all staff announcing the CFD Campaign. (Sample C, page 35)
2. Organize CFD materials to be distributed to employees. (Individually or group meeting.)
3. Remind Local/Campus Coordinators of training.
4. Hold a kick-off event (if planned).
5. Attend local county Kick-off event.

October

1. Hold kick-off event (if not done in September).
2. Remind local/campus coordinators to mail in forms, checks, and check logs to the CFD Office at least every two weeks.
3. Contact local coordinators to determine if they need assistance.
4. Produce a Certificate of Appreciation for your Local Coordinators. The CFD office can provide a template if needed.

November

1. All contribution forms need to be delivered to the CFD by November 30.
2. Plan a recognition event for your agency and/or office.

December

1. Inform your Agency Director of campaign results.
2. Send thank you letter to Local/Campus Coordinators for a job well done. (Sample letter is Attachment "D" page 36.)
3. Send campaign results to Local Coordinators in each county.
4. Conduct recognition events to thank employees for giving and volunteering.
5. Do an evaluation to aid next year's Campaign Leader.

Section Four: Resources & References to Help Run Your Campaign



The 2006 campaign will provide volunteers numerous resources for you to take advantage of. These products and information are designed to meet the campaign needs of our volunteers, to help promote the campaign and empower employees to make an educated decision in giving. You may request these items by calling the CFD office at (360) 664-1995, or access many of them directly at our CFD Volunteer Resources page on the CFD website at www.cfd.wa.gov.

In addition, this section provides is an overview of why promotional and educational events are important, along with a listing of special event ideas, and information related to hosting kick-off events and fundraisers during your campaign.

The final portion of this section is two pages on The Power of what your Contribution Can Do.

Summary of Resources

Use of State Resources for the CFD Campaign

State employee time and the use of other resources is allowable within the CFD campaign, provided that the amount of time and resources used is reasonable. The definition of reasonable is left to the discretion of the Agency Director or Higher Education President.

Funds available from the CFD

Depending on its size, each agency/institution of higher education can access limited campaign funds to conduct a promotional event – whether it be an educational, kickoff or recognition event. These funds **should not** be used for fundraiser costs. Small agencies are entitled to \$50, medium agencies to \$75, and large agencies \$100. Please send the CFD an A-19 with the receipt(s) for the promotional event and who the funds should be reimbursed to, or the agency, if your agency initially covered the cost. Any funds that are not used are sent to CFD charities.

CFD Logo

Our logo can be found on the CFD website under Volunteer Resources.

CFD Website

The CFD website is located at www.cfd.wa.gov. Information about the campaign is located here. CFD has Volunteer Resources page with electronic versions of most all of the campaign documents to help meet your needs, i.e. campaign logo, forms, etc. We'll be adding more resources as the campaign nears including facts about what donors dollars accomplish, the poster image in jpeg, charity facts, and a Powerpoint you can download and send! Also look to the website for training dates for your volunteers!

The GivingStation

State employees can use the CFD's online giving program, the GivingStation, when wishing to make changes to their pledges, make a new pledge, or to review their giving history. The GivingStation can be accessed online by clicking the Donate Online Button at www.cfd.wa.gov. There is also an instruction powerpoint on how to use the GivingStation on the Volunteer Resources page of the CFD website.

CFD Charity Guide

The Charity Guide lists all the charities in the CFD program. It gives the name, phone number, and a 25-word description of the charity. The Guides are distributed to local Coordinators in September for agency campaigns. We ask that the Guides be shared among state employees to reduce printing costs and the amount of paper that is used. The Charity Guide is on the CFD Website, and all charities are accessible through the GivingStation. The 2006 charities will be updated online prior to the campaign. Current charities on the CFD site are from the 2005 CFD campaign.

CFD Contribution Form & Other Necessary Campaign Forms

State employees can use a CFD Contribution Form to make pledges to their favorite charities. The contribution forms and charity guides will be sent by the CFD to all names provided to the CFD office by the Campaign Leader. Otherwise, all materials will be sent directly to the Campaign Leader for distribution. These materials are sent in September. All employees should have access to a contribution form, and be educated on how to use the GivingStation, our online system. Electronic versions of the Forms are available online.

CFD Brochure

There are two informational brochures about the CFD -- one for retirees and another for employees. These may be used for new employee packets and informational gatherings of state employees in local offices. Please contact the CFD office to be mailed brochures.

CFD Fact Sheet

This is a summary sheet describing the CFD program.

CFD Annual Report

Available in late May, 2006. Please be sure to let the CFD Staff know how many you want mailed to you.

CFD Poster

Each year the CFD has a contest to develop the promotional poster for the campaign. Invitations are sent to all higher education institutions requesting that students submit entries for the CFD Committee to review. One of the entries is selected to be the annual poster and the other is selected for the cover of the Charity Guide. Posters are distributed by CFD staff and through the county committees to each local office. We encourage the poster to be hung in offices all year long.

CFD Campaign Video

The CFD produces an annual campaign video that is made available to all state offices through the CFD office and the local county committees. It is available in DVD and VHS formats. It may be used in pre-campaign events, kick-off events and staff meetings to promote the CFD. It is also put online prior to the campaign.

County Committees

A description of their support is provided in the CFD Organizational Section of this Guide. Additional contact information about county campaign executives will be provided as the campaign nears. County Committees will provide training for your volunteers around the state.

Banners for Outdoor Activities

Available primarily in Thurston County. Please let your County Committee or campaign executive know if you would like a banner for use in your county.

Icebreakers for Staff Meetings

Included in the Appendix of this Guide

List of Fundraising Activity Ideas

A resource booklet is available online on the Volunteer Resources page.

Other Technology

CFD is investigating working with the University of Washington and/or a Blog to promote discussion which will host announcements and ideas pertaining to the campaign. Look for it later this year!

Volunteer Recognition Items

Volunteers who attend training receive a recognition item for helping in the CFD campaign. The recognition item changes each year and the items are available through the CFD office. For the 2006, local coordinators will receive padfolios. Please call Cindy for information on how to receive these items to give to your volunteers. Additionally, in many larger counties, county committees often organize a volunteer recognition event at the end of the campaign to thank volunteers. They often solicit prizes to giveaway at trainings.

Employee Recognition Items

Wild Waves/Enchanted Village in Federal Way, WA offers retirees, state and other employees a discounted ticket to their park throughout the summer to demonstrate their support of the CFD campaign. These coupons will be distributed to Campaign Leaders at the 2006 training.

Charity Resources and Campaign Assistance

Support is generously provided to the CFD and its volunteers by non-profit organizations including, but not limited to, the following federations: America's Charities, Artsfund, Community Health Charities, EarthShare of Washington, Global Impact, United Ways around the state, and Women's Funding Alliance, which collectively represent hundreds of charities. This support includes:

- Speakers for kickoff and promotional events
- Help coordinating speakers in your area
- Tabling event staff – i.e., if you have a charity fair or recognition event
- Give-away items
- Door prizes
- Campaign event planning
- Campaign event assistance
- Charity videos
- Educational games
- Materials for newsletters, including facts and figures about the value your donations make along with stories and photos

Information on Special Events, Education & Fundraising

Having an annual campaign demonstrates to employees that their contributions are an opportunity to enact dynamic change in their communities, thus encouraging employees to view their payroll deduction contributions as an employee benefit rather than an obligation. The CFD campaign allows employee contributions be included as part of state government's overall community outreach and employees' service to our state.

The campaign is an employee initiative. One of the keys to a successful campaign is to make it **FUN** for your co-workers. Anything you can do to generate some enthusiasm in your agency and make participation a benefit will help you be successful in your campaign.

CFD recommends that your agency have one main event to kickoff your campaign and an event to recognize and close the campaign. You will have a greater chance of raising more funds for charities if you have a promotional event rather than a fundraising event to start your campaign and then concentrate on asking 100% of your employees. The amount of time you spend to plan events, as well as the campaign, is determined by your Agency Director or President. They have the discretion to use state resources, which includes state employee time, equipment, and funds.

Fundraisers are a terrific way to raise awareness and visibility for the CFD, and are a wonderful means to boost employee morale and have fun. A fundraiser can be considered an event or activity involving multiple donors vs. an individual donor, where there is a solicitation for a donation. There are specific instructions about how cash and checks must be handled for these events.

The five top reasons to have a fundraiser (in order of importance)

1. Visibility – provide another means of letting people know it is CFD time
2. Participation – encourage people to think about giving; especially those who may not be giving now
3. Fun – office morale, camaraderie, etc.
4. Understanding – Your team of volunteers gain experience and education about the work involved to raise money for charity thereby gaining an appreciation of what charities have to do and thus importance of workplace giving.
5. Raise money –From a cost/ benefit ratio, time is better spent on one-on-one asking employees to give by monthly payroll deduction.

CFD has a comprehensive list of events that have been held in state government over the past 20 years available online on the Volunteer Resources page. The list is for reference only, so if you have an event in mind that is not listed, go ahead. If you have any questions on whether or not the event you are planning will be ok, check with your Agency Director or President for their approval.

Host Special Events

There are great ways to create awareness, visibility and enthusiasm for your campaign. Special events can produce campaign contributions in addition to employee contributions. All proceeds from special events may be added to your campaign total. Special events are credited to your agency total, not a particular office.

Special Event Ideas (A complete book of ideas is available online)

- Auctions - Live and/or silent auctions are a popular way to create energy around the campaign and generate campaign donations.
- Balloon Pop - Balloon Prize. Employees donate prizes for this event. The prizes are listed on notes and put in the balloons before they are filled with helium. Employees pay \$1.00 to pop a balloon, in which they discover their prize.
- Picture Match is a great favorite - Invite employees to try their luck matching baby, high school or pet pictures to management and/or staff. Charge \$2.00 per ballot and offer a prize or fun incentive for the most correct answers.
- Book, Video, CD, and Tape Sale - Have employees donate used books, videos, CD's, tapes for an employee sale.
- Comedy Hour - Get a local comedian to amuse employees during lunch. Get the comedian to donate time and the employees to buy tickets to attend Comedy Hour.
- Talent shows.
- Chili Cook Off - Employees pay for a bowl of chili and sample varieties prepared by fellow employees.
- Bake Sale - Employees prepare baked goods and sell them during the lunch hour. Don't forget to invite the other agencies close to you.
- Employee Garage Sale - All proceeds added to your campaign total.
- Build a sundae cart.
- Treasure Hunt - Sell daily clues to a mystery location where a treasure is hidden. The first employee to guess the location wins the treasure. Try adding fun facts about the CFD with each clue.
- Ethnic Potluck - Have staff bring special dishes and issue tickets per serving. Each ticket may be \$1.00.
- Art Show - Have local artists bring in paintings to show. Charge admission and have an auction at the end with the proceeds going to the CFD.

The Power of your Contribution - What your dollar will buy:

\$2 a month buys eight Christmas gifts (containing food, candy and a small toy) for needy children in a South African township. (Share America)

\$2 a month will buy 120 pounds of rice or 58 jars of baby food.
(Food Resource Network Federation)

\$2 a month provides enough socks to keep 24 pairs of feet warm during the cold season.
(United Way of King County)

\$2 a month provides 17 nights off the street for one teen, keeping him/her safe and able to connect with a productive alternative to street life. (United Way)

\$2 a month provides a day's worth of meals for 400 children in Sudan. (Global Impact)

\$4 a month will purchase the materials to outfit two guide dog puppies! (Share America)

\$4 a month will allow four children to take a museum art class or workshop! (Artsfund)

\$5 a month will provide one day's shelter, food and services for a woman fleeing domestic violence. (Women's Funding Alliance)

\$5 a month vaccinates 120 children against polio – a serious disease still threatening many developing countries. (Global Impact).

\$6 a month provides meals for a year for a homeless woman in a day center.
(United Way of King County)

\$10 a month donates a dairy goat to two families in the Dominican Republic.
(Global Impact)

\$10 a month provides diabetes risk test to 500 individuals. (Community Health Charities)

\$10 a month will support computer training for a client at Lambert House, an activity and resource center for sexual minority youth. (Pride Foundation)

\$10 a month will buy two cases of baby formula or four cases of tuna for people in need.
(Food Resource Network Foundation)

\$10 a month will provide hot lunches for one senior for one week at the Pike Market Senior Center, which provides about 25,000 hot meals annually.
(Pike Place Market Foundation)

The Power of your Contribution - What your dollar will buy cont'd:

\$12 a month will cover the cost of a one-week family stay near the hospital while a child is treated for critical illness. (America's Charities)

\$12 a month educates over 100 people on alternatives to household toxins or buys 300 cedar trees for a habitat restoration project. (Earth Share of Washington)

\$15 a month will provide contraception for an entire year to a woman who would otherwise not be able to afford it. (Community Health Charities)

\$17 a month provides one hour of physical therapy for an adult recovering from a stroke. (Community Health Charities)

\$20 a month provides roundtrip airfare for a patient or kidney donor to travel for an out-of-area kidney transplant. (Community Health Charities)

\$20 a month provides six months of employment services for one unemployed individual. (United Way of King County)

\$20 a month will feed two orphaned bear cubs for a week or one rehabilitating Peregrine Falcon for two weeks. (Earth Share of Washington)

One \$25 donation will provide one "Out to Quit" kit for a tobacco cessation program (Verbena Health)

\$40 a month buys enough basic drugs, supplies and equipment to treat 3,000 Indonesian patients for three months. (Global Impact)

\$50 a month provides one day of chemotherapy to a young adult with leukemia (Community Health Charities).

Section Five: Helping Employees Donate and Processing those Pledges



This section discusses how to manage and route paperwork related with the campaign, including Contribution Forms and check logs. There is also instruction on how to navigate our online system, the GivingStation, so you have more success working with donors people who wish to pledge online. The section also includes deadlines to submit paperwork to the CFD.

If your agency conducts fundraisers, there is an in depth description of how to process paperwork, and the need to have a fundraising policy in place for both you and your volunteers. This section discusses how to deal with cash and checks received during fundraisers, and how to define a fundraising policy. This section includes drafts of fundraising policies for your convenience. Please be sure your volunteers know to send fundraising paperwork to you, not the CFD

CFD requests you submit your Campaign Guidelines, which should include your campaign dates and cash handling policy, to the CFD for our records, by June 30th, 2006.

How do I manage and process the paperwork from the Campaign?

Depending on your agency size, you may want to define and communicate a strategy to ensure that 100% of employees are invited to participate and to ensure that paperwork is managed efficiently.

Things to consider: When/how do you want to distribute the forms to employees?

Do your volunteers know your agency and subagency numbers?

Do employees/volunteers know when forms need to be collected?

Do your donors know what to do with their forms?

Contribution Forms

- Please review a contribution form and be familiar with the criteria necessary for completion. Make sure you get in touch with CFD staff if you need to update your subagency information.
- Define whether you want volunteers at your other offices sending contribution forms and checks directly to CFD or first to you. If CFD staff is unable to process a form (if it is incomplete or illegible, CFD may contact you for help).
- You may want to ask your volunteers to mark forms as copies in some distinctive way to avoid sending duplicate forms. This way they know the original was sent.
- Please verify forms are complete and ask your volunteers to review forms for completeness. You may wish to keep a copy of forms you receive in a secure location so you have easy reference should the need arise.
- **Please forward the original of any contribution forms and any checks you receive to the CFD office in Olympia no later than November 30th.** The mailing address is PO Box 47500, Olympia, Washington 98504-7500, or Mail Stop 47500. Self-addressed envelopes are provided for your mailing.
- If a contribution form is accompanied by a personal check, please staple check to the contribution form and send in with a check log. If the check is payable to the CFD for many charities, have the donor write the charity codes on the check, in case the check was to become separated from the form.
- The CFD contribution form is not a carbon copy form. Please inform donors to make a copy.

Check Logs

- Please complete a check log for any checks you receive with contribution forms.
- List each personal check on the check log. (Each check should be listed only once even if it for more than one charity specified to it.)



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The CFD GivingStation

- How to Access the CFD Giving Station
- How to Self Register
- How to Use the Rollover PopUp
- How to Make a Pledge
- How to Suggest A Charity

If you need assistance at any time,
please e-mail

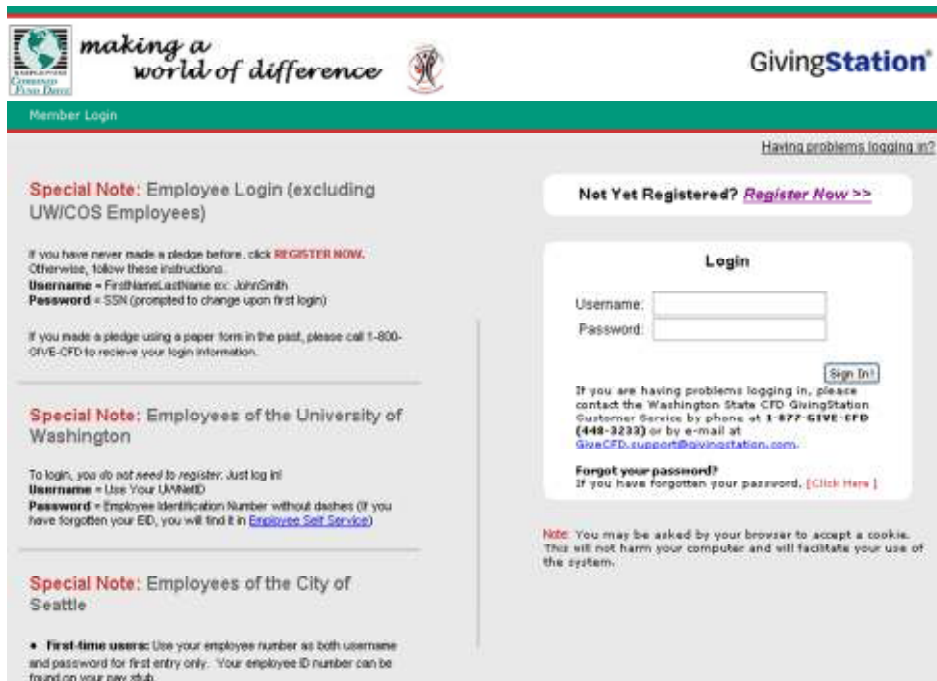
givecfid.support@givingstation.com


or call 1-877-GIVE-CFD.

GivingStation™

How to Access the CFD GivingStation

1. The CFD GivingStation url is www.givingstation.com/givecfd or access it from the CFD website at www.cfd.wa.gov and click Donate Now/
2. If you have used the GivingStation in the past, please use your previous login and password information.
3. If you have not used the GivingStation in the past and are
 - A University of Washington employee, use the following information
LOGIN: UWNNetID
PASSWORD: Employee Information Number (without dashes)
 - A City of Seattle employee, use the following information
LOGIN: Employee ID Number
PASSWORD: Employee ID Number
 - Employed by any other Agency
Please select "Register Now" on the top right of the Login Page.
This link will take you through Registration process Step-by-Step.



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Member Login [Having problems logging in?](#)

Special Note: Employee Login (excluding UWICOS Employees)

If you have never made a pledge before, click **REGISTER NOW**. Otherwise, follow these instructions.
Username = FirstName.LastName ex: JohnSmith
Password = SSN (prompted to change upon first login)

If you made a pledge using a paper form in the past, please call 1-800-GIVE-CFD to receive your login information.

Special Note: Employees of the University of Washington

To login, you do not need to register. Just log in!
Username = Use Your UWNNetID
Password = Employee Identification Number without dashes (If you have forgotten your ED, you will find it in [Employee Self Service](#))

Special Note: Employees of the City of Seattle

• **First-time users:** Use your employee number as both username and password for first entry only. Your employee ID number can be found on your pay stub.

Not Yet Registered? [Register Now >>](#)

Login

Username:
Password:

[Sign In!](#)

If you are having problems logging in, please contact the Washington State CFD GivingStation Customer Service by phone at 1-877-GIVE-CFD (448-9233) or by e-mail at GiveCFD.support@givingstation.com.

Forgot your password?
If you have forgotten your password, [Click Here](#)

Note: You may be asked by your browser to accept a cookie. This will not harm your computer and will facilitate your use of the system.

If you cannot remember your login information or have trouble registering, please call 1-877-GIVE-CFD or Email givecfd.support@givingstation.com for assistance.

How to Self Register – (Complete only the first time you logon)

1. Select the **Register Now>>** link to begin the Self Registration process.

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Member Login

Having problems logging in?

Special Note: Employee Login (excluding UWICOS Employees)

If you have never made a pledge before, click: [REGISTER NOW](#).
Otherwise, follow these instructions:
Username = First Name, Last Name ex: JohnSmith
Password = SSN (prompted to change upon first login)

If you made a pledge using a paper form in the past, please call 1-800-ORVE-OFD to receive your login information.

Special Note: Employees of the University of Washington

To login, you do not need to register. Just login!
Username = Use Your UWNetID
Password = Employee Identification Number without dashes (If you have forgotten your ID, you will find it in [Employee Self Service](#))

Special Note: Employees of the City of Seattle

• **First-time users:** Use your employee number as both username and password for first entry only. Your employee ID number can be found on your pay stub.

Not Yet Registered? [Register Now >>](#)

Login

Username:
Password:

[Sign In!](#)

If you are having problems logging in, please contact the Washington State OFD GivingStation Customer Service by phone at 1-877-GIVE-OFD (446-3233) or by e-mail at GiveOFD.support@givingstation.com.

Forgot your password?
If you have forgotten your password, [Click Here](#)

Note: You may be asked by your browser to accept a cookie. This will not harm your computer and will facilitate your use of the system.

2. Select your Agency from the dropdown list.

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Self Registration

Select Your Agency:

If you have trouble with the registration process, please contact the OFD GivingStation Support Center at giveofd.support@givingstation.com.

3. Select your Sub Agency/ Department from the dropdown list.

4. Confirm that both the Agency and Sub Agency you have selected are correct.

- If you need to make any changes, select the **[change]** link next to the information you wish to change.

- If your information is correct, select the **Continue >>** link.

5. Fill out your information in the Self-Registration form

- **PLEASE NOTE: It is very important that you provide the correct Social Security number. If you are making a Payroll donation and you do not provide the correct Social Security number, your donation WILL NOT COME OUT OF YOUR PAYCHECK.**
- If you choose to be acknowledged by the charities you donate to, the address information you provide here will be the default information provided to the charities.
- Once you have entered all of your information, select the **Create Account** link.

The screenshot shows the 'Self Registration Form' on the GivingStation website. The form includes fields for First Name, Middle Name, Last Name, Street Address 1, Street Address 2, City, State, Postal Code, Primary Phone, Secondary Phone, Email, Social Security Number (with a note: 'No Dashes, 111001111 vs. 111-00-1111'), County of Work (a dropdown menu), and Website / Postal Box. A red 'Please' label is next to the 'Create Account' button, which is circled in red.

6. When your self registration is complete, you will receive Your Login and Password.

- Please print or write down your Login and Password, as you will need them to access the GivingStation in the future.
- Please note that this is a temporary password that you will be prompted to change upon initial login.
- Please select the **Continue to Welcome Page>>** link to enter the GivingStation.

The screenshot shows the 'Thank You for Registration' page on the GivingStation website. It includes a message: 'Please print this out for your records. Thank you for setting up your GivingStation account. With this account you will be able to access the online Washington State Combined Fund Drive giving portal to make a pledge, view campaign news, and review your activity history. To access the GivingStation go to www.givingstation.com/givedd. Your user name and default password are listed below. You will be prompted to change your password upon initial login. If you have any questions feel free to contact us at givedd.support@givingstation.com.' Below this, it lists 'Your Login: uniquelogin' and 'Your Password: password'. A blue 'Continue to Welcome Page' link is circled in red. At the bottom, there is a copyright notice: 'Copyright © 2006 CreateHope Inc. All Rights Reserved.' and links for 'Privacy' and 'Outage Policy'.

How to Use the Rollover Pop-Up

If you are an existing donor, when you first log into the GivingStation during the fall campaign you will see the Rollover Pop-Up if you have monthly payroll deductions. This Pop-Up allows you to continue, stop or modify your rollover pledges for the upcoming year.

- Select the **Continue** radio button next to each pledge you wish to continue through the following year.
- Select the **Stop** radio button next to each pledge you do not wish to continue through the following year.
- Select the **Modify** radio button next to each pledge you wish to alter in some way (e.g. amount, pay type)
- **PLEASE NOTE: Making changes in the Pop-Up will NOT alter your pledges for 2006. These changes will NOT take place until your paycheck in 2007.**

Rollover Pledges									
PledgeID	Organization	Pledge Amount/Period	Match Amount/Period	Total Annual Pledge	Total Annual Match	Paytype	Continue	Modify	Stop
714614	Union Gospel Mission Ministries- Spokane	US\$ 15.00	US\$ 0.00	US\$ 180.00	US\$ 0.00	Recurring Payroll Deduction	<input checked="" type="radio"/>	A pledge cannot be modified while it is processing.	<input type="radio"/>
707925	Combined Fund Drive	US\$ 10.00	US\$ 0.00	US\$ 120.00	US\$ 0.00	Recurring Payroll Deduction	<input checked="" type="radio"/>	A pledge cannot be modified while it is processing.	<input type="radio"/>
689993	Inland Empire Natural Resources Youth Camp	US\$ 5.00	US\$ 0.00	US\$ 60.00	US\$ 0.00	Recurring Payroll Deduction	<input checked="" type="radio"/>	A pledge cannot be modified while it is processing.	<input type="radio"/>
683338	4-H Washington State Foundation	US\$ 10.00	US\$ 0.00	US\$ 120.00	US\$ 0.00	Recurring Payroll Deduction	<input checked="" type="radio"/>	A pledge cannot be modified while it is processing.	<input type="radio"/>
681510	Washington Wildlife Federation	US\$ 5.00	US\$ 0.00	US\$ 60.00	US\$ 0.00	Recurring Payroll Deduction	<input checked="" type="radio"/>	A pledge cannot be modified while it is processing.	<input type="radio"/>

Note: All changes will be reflected in your pledge history

Submit

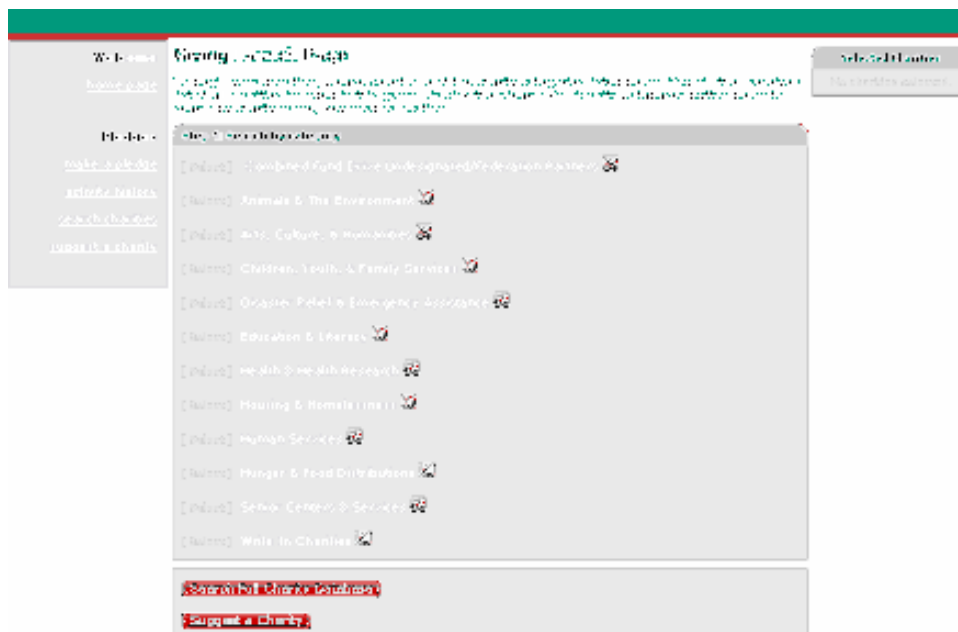
- If this employee selects the **Continue** button next to the pledge to the Union Gospel Mission Ministries – Spokane, this pledge will continue for the rest of the current year and through the entirety of the following year.
- If this employee selects the **Modify** button next to the pledge to the Combined Fund Drive, the pledge will continue as it appears in the Pop-Up for the rest of the current year. Any changes made to the pledge will take effect in January.
- If this employee selects the **Stop** button next to the pledge to the Inland Empire Natural Resources Youth Camp, this pledge will continue for the rest of the current year and then stop permanently.

How to Make a New Pledge

1. Select the **Giving** - click here to begin the giving process >> link on the Welcome Page.



2. If you are looking for a specific type of charity, hit the **[select]** button next to the category you wish to browse. ** Note, we now have an International category.

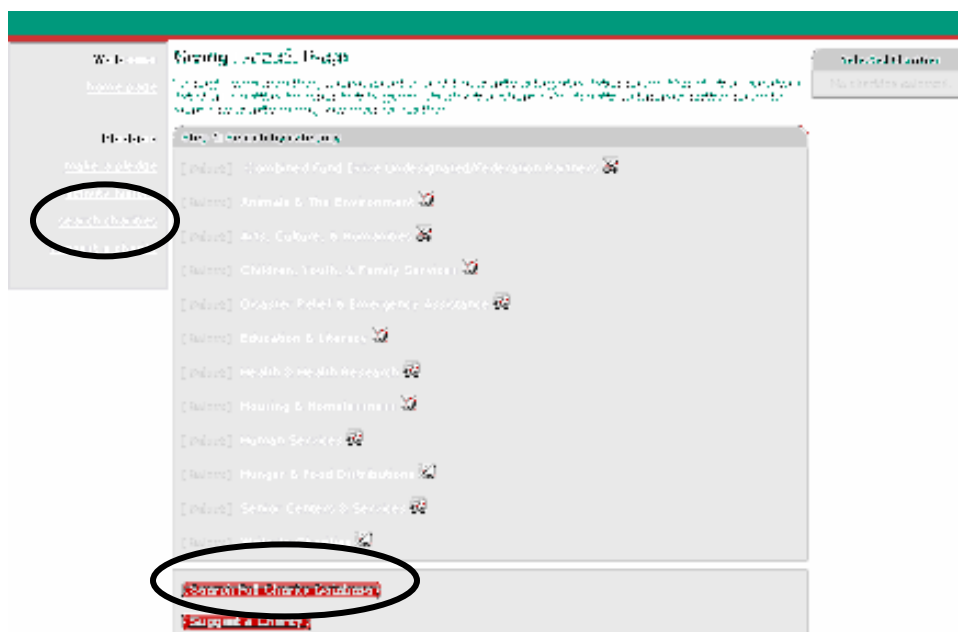


3. You can now browse all charities within your selected category.

- Browse charities by filtering by letter or searching in the box.
- To find out more information about a charity, select the **i** link to the right of the charity name.
- When you find the charity you are looking for, hit the **[Select]** link to the left of charity name to select it for giving.



4. If you want to search all available charities, select the search charities link on the left hand navigation bar or the **Search Full Charity Database** button on the Giving Page.



5. On the Search Charities page, you can search for charities based on many different criteria, including name, city and key word.

- Search Tips
 - If you want to search for charities in your area, try only typing in your City or Zip Code
 - Spell out abbreviations (e.g. type “American Red Cross” not ARC).
 - When searching by charity name, exclude conjunctions and prepositions (e.g. type “Girl Scouts Seattle” instead of “The Girl Scouts of Seattle”).
- When you have entered the information you wish to search on, select the **Submit** button to begin your search.

6. You can now browse the results of your search.

- When you find the charity you are looking for, hit the **[Select]** button to the left of charity name to select it for giving.

7. The charities you select will appear in the “Selected Charities” box in the upper right of the screen.

- If you wish to remove a charity you have already chosen, select the **[Remove]** link to the right of the charity name in this box.
- Once you have selected all the charities you wish to give to, select the **> Next Step** button at the bottom of the box.

8. Fill out the donation details for each of your pledges.

- After entering the information for a pledge, select the **[Save]** link to the right of the charity name.
- To enter the information for the next pledge, select the **[Give]** link to the left of the charity name.

- When you have entered the information for all of your pledges, select the > **Next Step** button at the bottom of the page.
- **PLEASE NOTE:** The Next Step button will not appear until you have entered in all required information for all pledges.

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Account Information | Program Guidelines | Help | Logout

Welcome
[home page](#)
Pledges
[make a pledge](#)
[activity history](#)
[search charities](#)
[suggest a charity](#)

Donation Details
 Define your donation by completing the form below. When you have finished defining your gift, click [\[Next Organization\]](#) or [\[Next Step\]](#). If you wish to choose charities from a different campaign, click [\[Add Another Charity\]](#).

NOTE: We are currently running the 2005 EPD campaign. Any contributions will be deducted in the first pay period of January 2006. The contributions will be distributed to the charities beginning the end of the first quarter of 2006.

Step 3: Complete your gift(s) [Add Another Charity](#)

[\[Edit\]](#) **Advanced Cancer Research Center** [\[Remove\]](#)

Charity Category: Health & Health Research

African Medical and Research Foundation [\[Save\]](#) [\[Remove\]](#)

Charity Category: Health & Health Research

Payment Method: Payroll: One Time [\[M\]](#)

Charity Program:

Special Recognition: no special recognition [\[M\]](#) [\[Edit\]](#)

Shared Donor Information: name, address, and email [\[M\]](#)

Pledge Amount: 10.00

[Next Step](#)

9. Review the details of your donation.

- If you need to make any changes, select the **Edit** button at the bottom of the page.

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Welcome
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Pledges
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[activity history](#)
[search charities](#)
[suggest a charity](#)

Step 4: Review Your Donation
 Below is the information you provided for your donation(s). Please read through it for accuracy. If you are satisfied with your donations, please click [\[Submit\]](#). If you wish to change anything, please click [\[Edit\]](#).

Step 4: Review Your Donation

Advanced Cancer Research Center 10535 Altman Row, San Diego, CA 92121

Charity Category: Health & Health Research

Charity Program:

Special Recognition: no special recognition

Payment Method: Recurring Payroll Deduction

Pledge Amount/ Month: US\$ 10.00

Shared Donor Information: name, address, and email

African Medical and Research Foundation 15 West 44th Street, Suite 710, New York, NY 10036

Charity Category: Health & Health Research

Charity Program:

Special Recognition: no special recognition

Payment Method: Payroll: One Time

Pledge Amount: US\$ 10.00

Shared Donor Information: name, address, and email

[Edit](#) [Submit](#)

** Please select the GivingStation Help Section or FAQ Section for your company's policies governing distribution of funds including: distribution schedules, unfilled pledges, compliance with US federal anti-terrorism guidelines, disbanded charities, and other issues affecting disbursement of donated funds.

- If all of the pledge information is correct, select the **Submit** button at the bottom of the page. This will finalize your pledge.

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Welcome home page

Step 4: Review Your Donation

Below is the information you provided for your donation(s). Please read through it for accuracy. If you are satisfied with your donations, please click **[Submit]**. If you wish to change anything, please click **[Edit]**.

Step 4: Review Your Donation

Advanced Cancer Research Center 10835 Altman Row, San Diego, CA 92121

Charity Category: Health & Health Research
Charity Program:
Special Recognition: no special recognition
Payment Method: Recurring Payroll Deduction
Pledge Amount/ Month: US\$ 10.00
Shared Donor Information: name, address, and email

African Medical and Research Foundation 19 West 44th Street, Suite 710, New York, NY 10036

Charity Category: Health & Health Research
Charity Program:
Special Recognition: no special recognition
Payment Method: Payroll: One Time
Pledge Amount: US\$ 10.00
Shared Donor Information: name, address, and email

Submit

** Please select the GivingStation Help Section or FAQ Section for your company's policies governing distribution of funds including: distribution schedules, unfilled pledges, compliance with US Federal anti-terrorism guidelines, disbanded charities, and other issues affecting disbursement of donated funds.

10. Please print or record your confirmation information.

- For a printer friendly version of the information, select the **Printable Version** button.

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Pledge Confirmation [Take the Donation Process Survey >>](#)

This is your donation confirmation. Please review the information below. You may print this screen for your records by clicking the red link in the "Print Version" box below. If you have any questions about the information below, please click **[Help]** to reach Customer Support.

This is a confirmation of your gift and should not be used for tax purposes.

Confirmation **Printable Version**

Elizabeth Griffin

GivingStation ID: 1442458
egriffin@createhope.com

African Medical and Research Foundation 19 West 44th Street, Suite 710 New York, NY 10036

Thank you for participating in the Washington State Combined Fund Drive. Your pledge will be automatically fulfilled via payroll deduction. Check the status of your donation at any time in the Activity History section of the GivingStation.

Pledge ID: 060011

Charity Category: Health & Health Research
Charity Program:
Special Recognition: no special recognition
Payment Method: Payroll: One Time
Pledge Amount: US\$ 10.00
Shared Donor Information: name, address, and email

Advanced Cancer Research Center 10825 Altman Row San Diego, CA 92121

Thank you for participating in the Washington State Combined Fund Drive. Your pledge will be automatically fulfilled each month via payroll deduction. Please note: this deduction will automatically renew at the end of the year unless you change or stop the deduction. Check the status of your donation at any time in the Activity History section of the GivingStation.

Pledge ID: 060010

Charity Category: Health & Health Research
Charity Program:
Special Recognition: no special recognition
Payment Method: Recurring Payroll Deduction
Pledge Amount/ Month: US\$ 10.00
Total Pledge Amount - This Year: US\$ 70.00
Shared Donor Information: name, address, and email

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How to Suggest A Charity

1. If you cannot find the charity you wish to donate to in the Giving Station, select the **suggest a charity** link on the left hand navigation bar.



2. Fill out the information for your charity

- **PLEASE NOTE: It is very important that you provide accurate information for all of the required fields. Inaccurate information can lead to a delay in the time it takes for your charity to be approved and added to the GivingStation.**
- If you are having trouble finding your charity's EIN, please follow the link on the website or simply call the charity and ask for the number.
- Once you have entered all of your information, select the **Submit** button.
- You will receive an e-mail confirmation that your charity has been submitted.
- You will receive another e-mail once your charity has been added to the GivingStation.
- If, for some reason, your charity is denied, you will receive an e-mail telling you why.
- Once your charity has been added to the GivingStation, log back in, search for your charity, and make your pledge.

A screenshot of the 'Suggest a Charity' form in the GivingStation website. The form is titled 'Suggest a Charity' and includes a disclaimer at the top. The form is divided into two main sections: 'Formal Information' and 'Charity Information'. The 'Formal Information' section includes fields for 'Organization Country' (a dropdown menu), 'Your Email Address' (a text field), and 'Phone Number' (a text field). The 'Charity Information' section includes fields for 'Charity Site' (a dropdown menu), 'Charity Name' (a text field), 'Address' (a text field), 'Address Confirmed' (a text field), 'City' (a text field), 'State' (a dropdown menu), 'Zip Code' (a text field), 'Organization' (a text field), 'Fax' (a text field), 'E-mail Address' (a text field), 'Web Site' (a text field), and 'Charity Description' (a text area). A 'Submit' button is located at the bottom right of the form, circled in red.

Processing of Fundraiser Forms and Managing Funds

If your agency elects to conduct fundraisers, the campaign leader is responsible to define a cash handling policy in order to comply with the 24-hour deposit rule of cash and checks payable to the CFD, or to request a waiver from the state. See DOP's Cash Handling Policy (in the Appendix) for more information. Fundraisers for the benefit of the CFD cannot be held before August 1 unless approved by agency management.

At the end of the campaign, your agency will need to submit one (or a very limited number of) Fundraising Form(s) that summarize total income and expenses from all of your fundraisers.

CFD requests that if your agency conducts fundraisers statewide, to please provide CFD a summary sheet of Campaign Guidelines, that includes your agency's fundraiser policy. CFD staff will be happy to share this information when conducting training around the state – samples are included in this section.

Your cash handling policy should be in accordance with your agency's cash handling guidelines. Your guidelines should advise your local coordinators how to manage cash or checks – to deposit them, or convert to a money order and send to a particular person or place. The cash handling policy should also outline how you wish any expenses to be handled; if you will reimburse through agency petty cash fund or some other way. CFD recommends that the campaign leader approve all reimbursements to ensure there is sufficient income to offset expenses, and to know the expense is valid. You also need to identify how/when you want volunteers to send information to you – via fax, email. A sample is included in this section.

Please ask your volunteers to send all fundraising information directly to you or the appropriate agency fiscal person. If CFD receives fundraising information directly from your volunteers, it may be returned to the Campaign Leader for processing. Please ensure that your volunteers know when you require their fundraising paperwork in order for you to meet the fundraising deadline of November 30, 2006. No fundraiser forms submitted after November 30 will be included in your campaign total, and we want to include all your great efforts in your total!

By November 30, 2006, the CFD/DOP Finance office requires any agency conducting fundraisers to submit:

- A fundraising form that reflects total income, less total expenses, for an overall income total for your agency. One fundraising form should reflect the total of all the attached individual fundraising activity forms, with the corresponding A-8s/receipts to reflect the deposit of cash or checks; OR
- In place of individual fundraising forms and a stack of A-8s, you can send an Excel spreadsheet with the A-8 processing number with that summary fundraising form.

CFD requests that all fundraisers be payable to the CFD. If your volunteers have a finance office, they can typically directly deposit into account 525. Whenever possible, checks from fundraising the events should be deposited with your Finance Office into CFD Fund 525 office, where the volunteer will receive an A-8 or receipt with each deposit. Copies of the A-8 form (deposit form) will serve as documentation that these funds were income. No cash should ever be sent to you or to the CFD. **All checks, received at fundraisers, payable to the CFD can be deposited just like cash – there is no need to send a check to CFD or send these checks to you, unless there is not a finance office available to your volunteers.** Your volunteers should complete a fundraiser form that will outline cash and checks, and attach the A-8 to send to you.

If you or your volunteers receive a check **payable to a specific charity** at a fundraising event, please complete a contribution form for the individual (no signature is required for a check donation). Include the check on your check log and send it to the CFD with other contribution forms as they are received. CFD requires the person's SSN to process the check. Please do not include the check amount in your fundraising total.

Cash Handling Policy for Fundraisers

The Department of Personnel (DOP) and the Office of Financial Management (OFM) have developed a policy for handling cash for Combined Fund Drive (CFD) events. The policy is listed below, but basically is that your any office at your agency needs to deposit cash and checks payable to the CFD within 24 hours – to the CFD Fund. This fund number is 525 and is within the State Treasury. Your agency or institution of higher education has internal policies for handling cash deposits, but the main thing to remember is to deposit the cash to this fund within 24 hours.

Example #1:

A golf tournament is planned that will have costs for rental of the course, a banquet at the end, and prizes. Cost associated with this event will need to be paid from the petty cash fund your agency establishes with the CFD (**so you will need to be sure to set up a petty cash fund well in advance or secure your agency funds to pay these expenses up front**). Funds received from entry fees or donations, must be deposited into Fund 525 to the CFD.

Example #2:

You have a bake sale, BBQ, or Luncheon where you purchase food to be sold. Someone will need to pay for the food, take the receipt to your local Finance Office and be reimbursed by your agency from the petty cash fund established (at your request), by the CFD. Each fundraising coordinator should to track income and expenses from fundraising events to send the necessary documentation to the Campaign Leader to show the profit of fundraising events at the end of the campaign.

SAMPLE OF AGENCY CAMPAIGN GUIDELINES TO SUBMIT TO CFD

Agency Name:
Campaign Leader:
Telephone Number:
Email:

Date: The SSA campaign will run between September 15, 2006 and October 31, 2006.

Fundraiser Policy and Cash Handling Instructions:

Local coordinators who conduct a fundraiser should do the following:

- Convert any cash received to a money order or bank check. *Please do not deposit cash into your own account and write a personal check. Please hold on to receipt. (If pre-selling tickets to an event, make it easy and designate particular days to collect cash, to cut down on trips to get money orders.)
- Please send the money order, checks payable to the CFD, and a completed check log to your Regional Office Finance Department [provide address]
- If you receive checks at a fundraising event payable to a specific charity, please complete a separate fundraising form and mail those checks to [campaign leader] for processing.

If you have donors contributing through payroll deduction at a fundraiser, do not include these pledges in your fundraising total. Send in their contribution forms separately. Never include any monies pledged by payroll deduction in your fundraising total.

Expenses

To be reimbursed for a fundraising expense, please send an A-19 to the Regional Finance office and they will process it for you.

Tracking Fundraisers

Every fundraiser should have a name and event number. When sending money to be deposited, please send the campaign leader an email advising what number event it was for your office, how much was sent, and a contact telephone number.

Sample of Summary of Instructions for Cash Handling From Fundraisers:

Purpose: To receive and deposit the monies collected by the CFD local coordinators for any CFD fundraiser.

1. CFD local coordinator collects monies for a specific fundraiser.
2. Monies collected (including checks payable to the CFD) are brought to Accounting/Finance employee on a daily basis - prior to 4:00 p.m. (Per the OFM, all monies are to be deposited within 24-hours).
3. Finance will complete necessary form in accordance with agency policy.
 - a. Complete Cash Form
 - b. Two signatures required when counting monies
 - c. Person delivering monies must sign form
4. Finance will complete an A8-A. Original plus two copies are to be distributed to the following:
 - a. Original plus deposit slip goes to State Treasurer – there is no data entry in the Financial System.
 - b. One copy remains in Finance
 - c. One copy should also be given to CFD coordinator to be forwarded to the Campaign Leader with the Fundraising Form.
5. CFD Coordinator responsibility:
 - a. Attach daily A8-A to CFD Fundraising Form for the specific fundraiser.
 - b. Once specific fundraiser is complete, all A8-As, any expense receipts and corresponding A-19s and the CFD Fundraising Form for that fundraiser need to be transmitted to the Campaign Leader for necessary reimbursement and processing before being consolidated into one Fundraiser for your agency.
 - c. Please specify to Campaign Leader if any A-19s require reimbursement or if already handled.

Section Six:

Ethics Guidelines and Solicitation



Rules and guidelines surrounding the Combined Fund Drive, as well as information about raffles, drawings and fundraising in state government are outlined in this section. There is also information about solicitation of in-kind gifts, a sample of an in-kind gift receipt and a sample of a solicitation letter, if your agency management allows solicitation of gifts as a CFD volunteer.

CFD is an appropriate use of state resources and time because it streamlines fundraising in state government.

The Washington State Executive Ethics Board provides the following opinion:

- It states that the CFD is part of the business of the state and can be part of an employee's official duties. Our workplace giving campaign is part of the business of the state and it is ethical for you to do this work on state time.
- The Governor's Executive Order allows state resources to be used to conduct the campaign.
- The complete opinion can be found at: http://www.wa.gov/ethics/opinion_00_09.htm)

Executive Order 01-01 http://www.digitalarchives.wa.gov/governorlocke/eo/eo_01-01.htm is the most recent Executive Order pertaining to the CFD, and its role as part of the business of the state.

The Washington Administrative Code (WAC) Title 357, Chapter 357-55 outlines the existing rules surrounding the Combined Fund Drive.
<http://apps.leg.wa.gov/WAC/default.aspx?cite=357-55>

The management of each agency or campus defines the amount of resources and time to be designated to the planning and conducting of the CFD campaign. Having a well-organized and efficient campaign plan is more likely to secure management support in using state resources, as well as staff participation.

Given that each agency's management's varies, it is up to the Campaign Leader to clearly define for local coordinators what activities and resources can be conducted and used when running the state campaign, or conversely what should not be done. CFD recommends including this information in your Agency Guidelines Campaign Summary (see sample on page 64).

Copies of the Executive Order and Ethics Board decision are included in the Appendix

Solicitation & Vendor Policy

It is encouraged that state employees **do not** solicit local business as an agency employee for prizes. Not only does the state ethics law provide a very strong presumption against solicitation by any state officer or state employee for any purpose, but also individuals often contact the local business community during this time of year. We encourage you to be creative, outside the local business community, in obtaining prizes for your events.

CFD recommends that the Campaign Leader work with agency management to determine the agency's policy soliciting businesses or contacting vendors. Please circulate these policies to your local coordinators. If your agency approves limited solicitation please be aware some companies have specific instructions on how they wish to be contacted for solicitation by charity, and a limited time of year they will accept requests, i.e. Costco asks that you contact their local business/marketing department.

The Solution for Soliciting prizes:

Call the CFD office and they will provide you with a list of charities that will donate items for prizes, or give you one of the prizes they have in their possession. The CFD office, and county committees, will work with the federations and other charities to obtain prizes for state employees.

If one of your employees is willing to purchase a prize for an event in their agency, the CFD office has a Charitable Donation form that can be filled out for the employee (included at the end of this manual). The employee may then use this form to take a tax deduction for the donation to the CFD. This form is located in this section and may be copied for your use. The State of Washington is a public not-for-profit corporation and the IRS has determined the CFD to be a "qualified organization" within the state and therefore may receive tax-deductible gifts.

If you desire to contact a business for a prize or support for your campaign, you must do this on CFD letterhead and not state agency letterhead. A sample letter is in this section for your reference.

Games of Chance: Raffles and Drawings

State agency employees may not conduct a raffle. **Raffles include activities or games of chance that require an entry fee.** Commercial businesses and private individuals may not charge a fee, either directly or indirectly, to enter a raffle or drawing, even if the proceeds are to benefit a nonprofit cause.

CFD does not recommend using charitable/nonprofit organizations to conduct a raffle on the agency's behalf. A raffle may allow a person to purchase one, or more, chance(s) to win, but a drawing will have only one chance to win.

Drawings

Drawings are considered a promotional contest of chance. Drawings are different than raffles.

Drawings are an approved activity in the Combined Fund Drive, only when there is no entry fee associated with the activity.

In a drawing, you may not require a person to:

- purchase anything to be eligible to enter
- purchase anything to receive a ticket or game piece
- hand in entry material in person

In a drawing, you may require a person to:

- fill out and return an entry blank (contribution form)
- pay an admission fee to gain admission to any bona fide exposition, fair, or show for the display or promotion of goods, wares or services
- attend a demonstration or tour a facility

Auctions are not considered gambling because you are purchasing an item.

***Section Seven:
Statistic and Campaign Information***



Large State Agencies

Large State Agencies									Large State Agencies			
AGENCY	OVERALL 04 \$	PR DONOR 04#	OVERALL 05 \$	Pay/Ded 05 #	05 EMPS	Pay/Ded %	%Change#	%Change\$	AGENCY	Pay/Ded 2005 \$	Ave. Pay/Ded	FndRrs \$
Agriculture	\$12,749	59	\$13,104	55	617	8.91%	-6.78%	2.78%	Agriculture	\$13,104	\$238.25	\$0
Attorney General, Office of the	\$93,644	303	\$97,478	296	1,222	24.22%	-2.31%	4.09%	Attorney General, Office of the	\$97,478	\$329.32	\$0
Corrections, Department of	\$185,527	919	\$208,850	1,087	7,565	14.37%	18.28%	12.57%	Corrections, Department of	\$169,693	\$156.11	\$39,158
Ecology	\$147,559	454	\$146,099	439	1,321	33.23%	-3.30%	-0.99%	Ecology	\$122,080	\$278.09	\$24,019
Employment Security	\$92,569	655	\$90,342	598	2,248	26.60%	-8.70%	-2.41%	Employment Security	\$86,185	\$144.12	\$4,157
Fish & Wildlife	\$50,633	219	\$60,170	216	1,777	12.16%	-1.37%	18.84%	Fish & Wildlife	\$44,571	\$206.35	\$15,599
General Administration	\$22,419	106	\$18,471	121	711	17.02%	14.15%	-17.61%	General Administration	\$18,471	\$152.65	\$0
Health	\$92,208	294	\$87,351	284	1,466	19.37%	-3.40%	-5.27%	Health	\$75,198	\$264.78	\$12,153
Labor and Industries	\$186,432	726	\$173,615	716	2,669	26.83%	-1.38%	-6.88%	Labor and Industries	\$142,384	\$198.86	\$31,231
Licensing	\$38,159	195	\$53,668	218	1,309	16.65%	11.79%	40.64%	Licensing	\$31,551	\$144.73	\$22,117
Liquor Control Board	\$21,675	177	\$25,138	192	1,333	14.40%	8.47%	15.98%	Liquor Control Board	\$19,970	\$104.01	\$5,168
Natural Resources	\$74,158	281	\$73,090	261	1,459	17.89%	-7.12%	-1.44%	Natural Resources	\$59,130	\$226.55	\$13,960
Parks and Recreation Commission	\$13,034	72	\$15,644	69	571	12.08%	-4.17%	20.03%	Parks and Recreation Commission	\$14,983	\$217.14	\$661
Revenue	\$54,732	229	\$48,156	225	954	23.58%	-1.75%	-12.02%	Revenue	\$47,032	\$209.03	\$1,124
Social and Health Services	\$685,272	3,526	\$681,941	3,501	18,582	18.84%	-0.71%	-0.49%	Social and Health Services	\$611,474	\$174.66	\$70,468
Transportation	\$333,322	1,520	\$342,323	1,495	6,348	23.55%	-1.64%	2.70%	Transportation	\$318,039	\$212.74	\$24,283
Veterans Affairs	\$9,808	58	\$10,036	62	544	11.40%	6.90%	2.33%	Veterans Affairs	\$9,687	\$156.24	\$349
Washington State Patrol	\$49,836	480	\$57,505	483	2,136	22.61%	0.63%	15.39%	Washington State Patrol	\$55,386	\$114.67	\$2,119
Large Agency Totals	\$2,163,735	10,273	\$2,202,982	10,318	52,832	19.53%	0.44%	1.81%	Large Agency Totals	\$1,936,415	\$187.67	\$266,566

Medium State Agencies

Medium State Agencies									Medium State Agencies			
AGENCY	04 \$	04#	05 \$	05 #	05 EMPS	%Partic	%Change#	%Change\$	AGENCY	05\$	Ave. Pay/Ded	FndRrs \$
Administrative Hearings, Office of	\$23,919	73	\$22,096	73	161	45.34%	0.00%	-7.62%	Administrative Hearings, Office of	\$22,096	\$302.68	\$0
Administrator for the Courts	\$9,704	22	\$10,449	24	153	15.69%	9.09%	7.68%	Administrator for the Courts	\$9,650	\$402.08	\$799
Auditor, Office of the State	\$8,830	38	\$9,958	36	323	11.15%	-5.26%	12.77%	Auditor, Office of the State	\$9,732	\$270.33	\$226
Community, Trade & Economic Development	\$21,984	94	\$18,582	87	345	25.22%	-7.45%	-15.47%	Community, Trade & Economic Development	\$18,582	\$213.59	\$0
Convention and Trade Center	\$14,375	76	\$12,790	77	158	48.73%	1.32%	-11.03%	Convention and Trade Center	\$12,790	\$166.10	\$0
Court of Appeals	\$14,304	26	\$13,679	24	157	15.29%	-7.69%	-4.37%	Court of Appeals	\$13,679	\$569.96	\$0
Financial Institutions, Dept. of	\$8,644	24	\$17,526	57	139	41.01%	137.50%	102.75%	Financial Institutions, Dept. of	\$15,986	\$280.46	\$1,540
Financial Management, Office of	\$49,167	96	\$38,549	91	235	38.72%	-5.21%	-21.60%	Financial Management, Office of	\$38,549	\$423.62	\$0
Gambling Commission	\$5,776	36	\$5,370	35	183	19.13%	-2.78%	-7.02%	Gambling Commission	\$5,370	\$153.43	\$0
Health Care Authority	\$18,893	57	\$21,521	83	288	28.82%	45.61%	13.91%	Health Care Authority	\$20,406	\$245.86	\$1,115
House of Representatives	\$16,464	48	\$18,692	54	313	17.25%	12.50%	13.53%	House of Representatives	\$18,291	\$338.72	\$401
Industrial Appeals, Board of	\$8,212	19	\$7,840	19	138	13.77%	0.00%	-4.53%	Industrial Appeals, Board of	\$7,840	\$412.62	\$0
Information Services	\$19,706	73	\$30,808	88	425	20.71%	20.55%	56.34%	Information Services	\$22,098	\$251.11	\$8,710
Insurance Commissioner, Office of the	\$21,102	77	\$17,463	71	167	42.51%	-7.79%	-17.25%	Insurance Commissioner, Office of the	\$17,205	\$242.32	\$258
Lottery	\$7,246	47	\$11,333	99	154	64.29%	110.64%	56.40%	Lottery	\$11,333	\$114.47	\$0
Military Department	\$15,746	88	\$13,706	87	253	34.39%	-1.14%	-12.96%	Military Department	\$13,555	\$155.80	\$151
Personnel	\$24,803	104	\$28,167	108	201	53.73%	3.85%	13.56%	Personnel	\$22,897	\$212.01	\$5,271
Printing	\$11,632	51	\$9,938	47	132	35.61%	-7.84%	-14.56%	Printing	\$8,519	\$181.25	\$1,419
Retirement Systems	\$31,666	137	\$36,149	171	264	64.77%	24.82%	14.16%	Retirement Systems	\$32,466	\$189.86	\$3,682
School for the Deaf	\$2,447	26	\$1,824	15	150	10.00%	-42.31%	-25.46%	School for the Deaf	\$1,824	\$121.60	\$0
Secretary of State, Office of the	\$17,019	90	\$18,715	90	274	32.85%	0.00%	9.97%	Secretary of State, Office of the	\$18,715	\$207.94	\$0
Senate	\$30,521	84	\$27,160	86	257	33.46%	2.38%	-11.01%	Senate	\$26,235	\$305.06	\$925
Superintendent of Public Instruction	\$13,868	54	\$13,656	54	339	15.93%	0.00%	-1.53%	Superintendent of Public Instruction	\$13,656	\$252.89	\$0
Utilities and Transportation Commission	\$12,924	45	\$13,312	44	159	27.67%	-2.22%	3.00%	Utilities and Transportation Commission	\$13,312	\$302.55	\$0
Medium State Agency Totals	\$408,952	1,485	\$419,282	1,620	5,368	30.18%	9.09%	2.53%	Medium State Agency Totals	\$394,786	\$243.70	\$24,496

Small Agencies, Commissions and Boards										Small Agencies, Commissions and Boards			
AGENCY	04 \$	04#	05 \$	05 #	05 EMPS	%Partic	%Change#	%Change\$		AGENCY	05 \$	Ave. Pay/Ded	FndRrs \$
Accountancy, State Board of	\$1,135	1	\$360	3	16	18.75%	200.00%	-68.28%		Accountancy, State Board of	\$360	\$120.00	
Arts Commission	\$1,984	12	\$984	7	20	35.00%	-41.67%	-50.40%		Arts Commission	\$984	\$140.57	
Board of Education, State	\$120	1	\$120	1	5	20.00%	0.00%	0.00%		Board of Education, State	\$120	\$120.00	
Caseload Forecast Council	\$180	1	\$480	2	5	40.00%	100.00%	166.67%		Caseload Forecast Council	\$480	\$240.00	
Statute Law Committee (Code Revisor)	\$7,730	27	\$8,786	25	41	60.98%	-7.41%	13.66%		Statute Law Committee (Code Revisor)	\$8,786	\$351.44	
Commission on Hispanic Affairs	\$600	1	\$600	1	4	25.00%	0.00%	0.00%		Commission on Hispanic Affairs	\$600	\$600.00	
Community & Technical Colleges, State Board for	\$6,758	16	\$6,888	14	90	15.56%	-12.50%	1.92%		Community & Technical Colleges, State Board for	\$6,888	\$492.00	
Community and Technical Board System	\$0	0	\$40	1	NA	NA	NA	NA		Community and Technical Board System	\$40		
County Road Administration Board	\$120	1	\$420	2	13	15.38%	100.00%	250.00%		County Road Administration Board	\$420	\$210.00	
Criminal Justice Training Commission	\$660	5	\$1,843	10	37	27.03%	100.00%	179.24%		Criminal Justice Training Commission	\$1,514	\$151.40	\$329
Environmental Hearings, Office of	\$2,400	3	\$2,280	2	11	18.18%	-33.33%	-5.00%		Environmental Hearings, Office of	\$2,280	\$1,140.00	
Forecast Council, Economic and Revenue	\$660	3	\$684	3	5	60.00%	0.00%	3.64%		Forecast Council, Economic and Revenue	\$684	\$228.00	
Governor, Office of the	\$11,627	28	\$6,708	19	83	22.89%	-32.14%	-42.31%		Governor, Office of the	\$6,708	\$353.05	
Growth Management Hearings Board	\$3,558	6	\$3,128	6	10	60.00%	0.00%	-12.09%		Growth Management Hearings Board	\$3,128	\$521.33	
Health Care Facilities Authority	\$0	0	\$290	2	4	50.00%	NA	NA		Health Care Facilities Authority	\$290	\$145.00	
Higher Education Coordinating Board	\$10,952	52	\$10,385	57	79	72.15%	9.62%	-5.18%		Higher Education Coordinating Board	\$10,385	\$182.19	
Historical Society, Eastern Wa.	\$4,514	17	\$5,842	15	32	46.88%	-11.76%	29.42%		Historical Society, Eastern Wa.	\$5,842	\$389.47	
Historical Society, Washington State	\$1,320	6	\$540	3	70	4.29%	-50.00%	-59.09%		Historical Society, Washington State	\$540	\$180.00	
Housing Finance Commission	\$15,607	38	\$13,914	33	60	55.00%	-13.16%	-10.85%		Housing Finance Commission	\$11,844	\$358.90	\$2,070
Home Care Quality Authority	\$0	0	\$120	1	3	33.33%	NA	NA		Home Care Quality Authority	\$120	\$120.00	
Horse Racing Commission	\$0	0	\$120	1	4	25.00%	NA	NA		Horse Racing Commission	\$120	\$120.00	
Human Rights Commission	\$900	5	\$1,933	6	45	13.33%	20.00%	114.81%		Human Rights Commission	\$900	\$150.00	\$1,033
Indeterminate Sentencing Review Board	\$1,080	5	\$720	4	9	44.44%	-20.00%	-33.33%		Indeterminate Sentencing Review Board	\$720	\$180.00	
Investment Board	\$6,819	28	\$5,444	22	52	42.31%	-21.43%	-20.16%		Investment Board	\$5,444	\$247.45	
Joint Legislative Audit & Review Committee	\$4,255	12	\$3,882	8	15	53.33%	-33.33%	-8.77%		Joint Legislative Audit & Review Committee	\$3,882	\$485.25	
Joint Legislative Systems	\$2,040	9	\$2,820	12	48	25.00%	33.33%	38.24%		Joint Legislative Systems	\$2,820	\$235.00	
L.E.A.P. Committee	\$3,000	4	\$3,000	4	13	30.77%	0.00%	0.00%		L.E.A.P. Committee	\$3,000	\$750.00	
LEOFF Plan 2 Retirement Board	\$1,992	4	\$2,669	7	7	100.00%	75.00%	33.99%		LEOFF Plan 2 Retirement Board	\$2,669	\$381.29	
Legislative Transportation Committee	\$240	1	\$240	1	10	10.00%	0.00%	0.00%		Legislative Transportation Committee	\$240	\$240.00	
Lieutenant Governor, Office of the	\$0	0	\$1,380	3	5	60.00%	NA	NA		Lieutenant Governor, Office of the	\$1,380	\$460.00	
Marine Employees Commission	\$0	2	\$60	1	2	50.00%	-50.00%	NA		Marine Employees Commission	\$60	\$60.00	
Minority and Women's Enterprises	\$130	2	\$80	1	15	6.67%	-50.00%	-38.48%		Minority and Women's Enterprises	\$80	\$80.00	
Outdoor Recreation, Interagency Committee for	\$6,306	34	\$4,932	31	34	91.18%	-8.82%	-21.79%		Outdoor Recreation, Interagency Committee for	\$4,932	\$159.10	
Personnel Appeals Board	\$444	5	\$594	7	10	70.00%	40.00%	33.78%		Personnel Appeals Board	\$594	\$84.86	
Pollution Liability Insurance Agency	\$780	4	\$960	5	7	71.43%	25.00%	23.08%		Pollution Liability Insurance Agency	\$960	\$192.00	
Public Disclosure Commission	\$1,111	5	\$996	4	27	14.81%	-20.00%	-10.35%		Public Disclosure Commission	\$996	\$249.00	
Public Employment Relations Commission	\$6,324	16	\$6,894	14	27	51.85%	-12.50%	9.01%		Public Employment Relations Commission	\$6,894	\$492.43	
School Directors Association	\$684	5	\$1,152	7	24	29.17%	40.00%	68.42%		School Directors Association	\$1,152	\$164.57	
School for the Blind	\$4,817	35	\$5,682	37	80	46.25%	5.71%	17.96%		School for the Blind	\$5,557	\$150.19	\$125
Sentencing Guidelines Commission	\$300	3	\$60	1	8	12.50%	-66.67%	-80.00%		Sentencing Guidelines Commission	\$60	\$60.00	
Services for the Blind	\$4,533	16	\$4,816	20	71	28.17%	25.00%	6.25%		Services for the Blind	\$3,662	\$183.10	\$1,154
State Actuary, Office of the	\$240	1	\$1,560	5	10	50.00%	400.00%	550.00%		State Actuary, Office of the	\$1,560	\$312.00	
State Conservation Commission	\$718	4	\$430	2	18	11.11%	-50.00%	-40.13%		State Conservation Commission	\$430	\$215.00	
State Fryer Commission	\$0	0	\$48	1	NA	NA	NA	NA		State Fryer Commission	\$48	\$48.00	
State Law Library	\$360	2	\$540	3	18	16.67%	50.00%	50.00%		State Conservation Commission	\$540	\$180.00	

Supreme Court	\$8,390	16	\$8,000	14	62	22.58%	-12.50%	-4.65%	Supreme Court	\$8,000	\$571.43	
Tax Appeals, Board of	\$2,880	5	\$2,255	6	10	60.00%	20.00%	-21.70%	Tax Appeals, Board of	\$2,255	\$375.83	
Tobacco Settlement Authority	\$240	1	\$240	1	10	10.00%	0.00%	0.00%	Tax Appeals, Board of	\$240	\$240.00	
Traffic Safety Commission	\$1,388	4	\$240	2	21	9.52%	-50.00%	-82.71%	Traffic Safety Commission	\$240	\$120.00	
Transportation Commission	\$0	0	\$10	1	3	33.33%	NA	NA	Transportation Commission	\$10	\$10.00	
Transportation Improvement Board	\$244	2	\$60	1	14	7.14%	-50.00%	-75.41%	Transportation Improvement Board	\$60	\$60.00	
Treasurer, Office of the State	\$8,945	42	\$6,998	32	70	45.71%	-23.81%	-21.77%	Treasurer, Office of the State	\$6,998	\$218.69	
Volunteer Firefighters, Board of	\$531	3	\$345	5	6	83.33%	66.67%	-35.03%	Volunteer Firefighters, Board of	\$345	\$69.00	
Work Force Training/Education Board	\$4,892	17	\$4,451	14	26	53.85%	-17.65%	-9.01%	Work Force Training/Education Board	\$4,404	\$314.57	\$47
Small Agencies Totals	\$144,508	510	\$138,023	490	1,369	35.79%	-3.92%	-4.49%	Small Agencies Totals	\$133,265	\$271.97	\$4,759
Community Colleges									Community Colleges			
AGENCY	04 \$	04#	05 \$	05 #	05 EMPS	%Partic	%Change#	%Change\$	AGENCY	Pay/Ded \$	Ave. Pay/Ded	FndRrs \$
Bellevue Community College	\$26,277	111	\$25,041	102	599	17.03%	-8.11%	-4.70%	Bellevue Community College	\$25,041	\$245.50	
Big Bend Community College	\$3,525	20	\$4,140	20	175	11.43%	0.00%	17.45%	Big Bend Community College	\$4,140	\$207.00	
Cascadia Community College	\$3,288	10	\$8,110	22	200	11.00%	120.00%	146.65%	Cascadia Community College	\$8,110	\$368.64	
Centralia Community College	\$5,080	20	\$5,168	19	200	9.50%	-5.00%	1.73%	Centralia Community College	\$5,168	\$272.00	
Clark Community College	\$10,508	66	\$10,516	75	609	12.32%	13.64%	0.08%	Clark Community College	\$10,516	\$140.21	
Columbia Basin Community College	\$13,683	57	\$9,996	55	288	19.10%	-3.51%	-26.95%	Columbia Basin Community College	\$9,996	\$181.75	
Edmonds Community College	\$20,109	74	\$17,852	77	493	15.62%	4.05%	-11.22%	Edmonds Community College	\$17,852	\$231.84	
Everett Community College	\$56,151	149	\$57,569	156	360	43.33%	4.70%	2.53%	Everett Community College	\$50,169	\$321.60	\$7,400
Grays Harbor Community College	\$3,580	17	\$4,684	20	151	13.25%	17.65%	30.84%	Grays Harbor Community College	\$4,684	\$234.20	
Green River Community College	\$10,057	54	\$10,240	53	399	13.28%	-1.85%	1.82%	Green River Community College	\$10,240	\$193.21	
Highline Community College	\$8,778	32	\$8,418	34	380	8.95%	6.25%	-4.10%	Highline Community College	\$8,418	\$247.59	
Lower Columbia College	\$6,319	39	\$5,388	35	241	14.52%	-10.26%	-14.73%	Lower Columbia College	\$5,388	\$153.94	
Olympic Community College	\$5,640	31	\$4,752	31	270	11.48%	0.00%	-15.74%	Olympic Community College	\$4,752	\$153.29	
Peninsula College	\$13,269	34	\$15,851	38	202	18.81%	11.76%	19.46%	Peninsula College	\$13,191	\$347.13	\$2,660
Pierce College	\$15,668	75	\$18,742	78	451	17.29%	4.00%	19.62%	Pierce College	\$16,617	\$213.04	\$2,125
Seattle Community Colleges	\$118,728	392	\$67,064	395	1,097	36.01%	0.77%	-43.51%	Seattle Community Colleges	\$67,064	\$169.78	
Shoreline Community College	\$31,531	108	\$28,982	100	392	25.51%	-7.41%	-8.08%	Shoreline Community College	\$28,982	\$289.82	
Skagit Valley Community College	\$5,852	32	\$5,727	31	338	9.17%	-3.13%	-2.14%	Skagit Valley Community College	\$5,727	\$184.74	
South Puget Sound Community College	\$6,581	29	\$6,990	28	257	10.89%	-3.45%	6.21%	South Puget Sound Community College	\$6,990	\$249.64	
Spokane Community Colleges	\$51,108	264	\$60,351	303	1,108	27.35%	14.77%	18.08%	Spokane Community Colleges	\$58,396	\$192.73	\$1,954
Spokane Intercollegiate Research & Tech Inst	\$600	1	\$5,040	1	15	6.67%	0.00%	740.00%	Spokane Intercollegiate Research & Tech Inst	\$5,040	\$5,040.00	
Tacoma Community College	\$52,523	157	\$46,054	161	289	55.71%	2.55%	-12.32%	Tacoma Community College	\$45,844	\$284.75	\$210
Walla Walla Community College	\$8,531	26	\$11,388	22	301	7.31%	-15.38%	33.49%	Walla Walla Community College	\$11,388	\$517.62	
Wenatchee Valley Community College	\$6,141	27	\$5,563	31	166	18.67%	14.81%	-9.41%	Wenatchee Valley Community College	\$5,563	\$179.45	
Whatcom Community College	\$9,012	57	\$7,325	47	135	34.81%	-17.54%	-18.72%	Whatcom Community College	\$7,325	\$155.86	
Yakima Valley College	\$13,595	63	\$11,040	60	299	20.07%	-4.76%	-18.79%	Yakima Valley College	\$11,040	\$184.00	
Community College Totals	\$506,134	1,945	\$461,991	1,994	9,415	21.18%	2.52%	-8.72%	Community College Totals	\$447,642	\$224.49	\$14,349
Technical Colleges									Technical Colleges			
AGENCY	04 \$	04#	05 \$	05#	05 EMPS	%Partic	%Change#	%Change\$	AGENCY	Pay/Ded \$	Ave. Pay/Ded	FndRrs \$
Bates Technical College	\$43,977	78	\$53,291	76	274	27.74%	-2.56%	21.18%	Bates Technical College	\$16,188	\$213.00	\$37,103
Bellingham Technical College	\$26,112	85	\$31,670	98	145	67.59%	15.29%	21.28%	Bellingham Technical College	\$31,670	\$323.16	
Clover Park Technical College	\$5,068	20	\$4,368	22	270	8.15%	10.00%	-13.81%	Clover Park Technical College	\$4,368	\$198.55	
Lake Washington Technical College	\$13,956	65	\$13,516	72	186	38.71%	10.77%	-3.15%	Lake Washington Technical College	\$13,516	\$187.72	
Renton Technical College	\$6,565	24	\$6,972	23	229	10.04%	-4.17%	6.20%	Renton Technical College	\$6,972	\$303.13	
Technical College Totals	\$95,678	272	\$109,817	291	1,104	26.36%	6.99%	14.78%	Technical College Totals	\$72,714	\$249.88	\$37,103

Universities

Universities									Universities			
									Pay/Ded \$	Ave. Pay/Ded	FndRrs \$	
AGENCY	04 \$	04#	05 \$	05 #	05 EMPS	%Partic	%Change#	%Change\$	AGENCY	05 \$		
Central Washington University (1528)	\$21,554	125	\$23,046	125	1,138	10.98%	0.00%	6.92%	Central Washington University	\$23,046	\$184.37	
Eastern Washington University	\$21,599	114	\$24,889	115	1,100	10.45%	0.88%	15.23%	Eastern Washington University	\$24,889	\$216.43	
The Evergreen State College	\$20,411	74	\$22,556	75	785	9.55%	1.35%	10.51%	The Evergreen State College	\$22,554	\$300.72	\$2
University of Washington	\$1,486,826	4,905	\$1,620,156	4,657	27,139	17.16%	-5.06%	8.97%	University of Washington	\$1,608,596	\$345.41	\$11,560
Washington State University (4819)	\$169,894	793	\$167,944	777	8,121	9.57%	-2.02%	-1.15%	Washington State University	\$166,757	\$214.62	\$1,187
Western Washington University	\$47,135	174	\$50,089	181	1,328	13.63%	4.02%	6.27%	Western Washington University	\$50,089	\$276.73	
University Totals	\$1,767,419	6,185	\$1,908,679	5,930	39,611	14.97%	-4.12%	7.99%	University Totals	\$1,895,931	\$319.72	\$12,749
State Agencies/Institutions Subtotal	\$5,086,426	20,670	\$5,240,774	20,643	109,699	18.82%	-0.13%	3.03%	State Agencies/Institutions Subtotal	\$4,880,752	\$236.44	\$360,022
Other CFD Campaigns									Other CFD Campaigns			
North Thurston School District	\$13,334	58	\$13,262	56	1,320	4.24%	-3.45%	-0.54%	North Thurston School District	\$13,262	\$236.83	\$0
Public Retirees	\$26,411	59	\$26,281	63	63	100.00%	6.78%	-0.49%	Public Retirees	\$26,281	\$417.16	\$0
Other CFD Campaigns Sub-Total	\$39,745	117	\$39,543	119	1,383	8.60%	1.71%	-0.51%	Other CFD Campaigns Sub-Total	\$39,543	\$332.30	\$0
CFD State and Retiree Campaign	\$5,126,171	20,787	\$5,280,318	20,762	111,082	18.69%	-0.12%	3.01%	CFD State and Retiree Campaign	\$4,920,296	\$284.37	\$360,022
Other Workplace Campaigns									Other Workplace Campaigns			
City of Seattle	\$324,622	714	\$331,438	642	10,000	6.42%	-10.08%	2.10%	City of Seattle	\$304,700	\$474.61	\$26,738
Port of Olympia	\$396	3	\$516	4	45	8.89%	33.33%	30.30%	Port of Olympia	\$516	\$129.00	
Seattle Housing Authority	NA	NA	\$32,506	84	600	NA	NA	NA	Seattle Housing Authority	\$32,506	\$386.98	
Seattle Monorail	\$13,625	12	\$0.00	NA	NA	NA	NA	-100.00%	Seattle Monorail	\$0	NA	
Other Campaigns Sub-Total	\$338,643	729	\$364,460	730	10,645	6.85%	0.14%	-7.08%	Total other	\$337,722	330.20	\$26,738
Combined Campaign Totals	\$5,425,069	21,516	\$5,644,777	21,492	121,727	17.68%	-0.11%	4.05%	Combined Campaign Totals	\$5,258,018	\$244.65	\$386,760



Washington State Combined Fund Drive

Executive Summary

Mission

To enable Washington State employees and public agency retirees to improve their world, their state, and their communities by making it easier for them to support charitable organizations.

Authority

Executive Order 01-01; RCW 41.04.035, RCW 41.04.036.

History

In 1957 the state passed a law authorizing the use of payroll deduction for charitable contributions beginning a history of encouraging state employees to help others. The Combined Fund Drive was implemented in 1985 to consolidate the numerous charitable fund raising campaigns conducted on state worksites and to increase effectiveness for charities by expanding access to payroll deduction.

Outcome

Employee giving through the Combined Fund Drive has reached over \$68 million in twenty years. The campaign reaches all state agency, university, and community college employees. Over 3,500 employees volunteer to work as campaign coordinators and representatives during the campaign.

Twenty Year Summary

Year	#Contributors	Participation	\$Amount	#Charities
1985	16,200	23%	1,200,000	850
1986	16,400	23%	1,400,000	840
1987	20,200	28%	1,800,000	900
1988	22,500	29%	2,160,000	950
1989	24,690	31%	2,570,000	1,000
1990	28,500	34%	2,967,500	1,006
1991	28,312	28%	3,221,050	1,122
1992	28,068	26%	3,362,522	1,175
1993	27,675	28%	3,411,343	1,224
1994	24,297	25%	3,301,039	1,204
1995	23,914	24%	3,391,590	1,324
1996	22,506	24%	3,470,299	1,370
1997	22,694	24%	3,547,148	1,431
1998	24,022	25%	3,734,216	1,503
1999	25,771	26%	4,087,278	1,557
2000	26,704	27%	4,378,880	1,503
2001	29,470	29%	4,750,109	1,912
2002	28,634	27%	4,780,101	1,919
2003	28,235	26%	5,077,745	1,931
2004	24,520	21%	5,464,814	1,868
2005	21,492	19%	5,644,777	

2005 Campaign Summary

	2004	2005	Change
Number of Contributors	20,772 PRD	21,492 PRD	+3.46%
Total Contributions	\$5,464,814	\$5,644,777	+3.30%
Average Contribution	\$223	\$244.65	
Employee Participation	21%	19%	

Section Eight: Appendix



2006 CFD State Committee Roster
Executive Order and EEB Advisory Opinion
Contribution Form – front and back
Fundraising Form – front and back
Check Log
Waiver request letter
State agency management endorsement interviews
Sample correspondence for campaign leader use

- Memo to local management for local coordinator recruitment
- Support letter from agency head about campaign kickoff
- Thank you memo to coordinators for volunteering
- Thank you memo to coordinators for their great work

Online giving service benefits
2006 Campaign Leader contact information
2005 CFD Agency and Special Awards
CFD icebreaker exercise

Combined Fund Drive Committee 2006 Roster

Chair:

Tom Haines, Administrator

Pierce North CSO –DSHS
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(1/04-1/07)

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Robert Sandoval Project Manager Community Trade & Economic Development 2710 University Dr., Room 125M Richland, WA 99352	(4/04-1/07)	Phone: (509) 372-7608 e-mail: roberts@cted.wa.gov FAX: (509) 372-7512 Cell: (509) 528-1770
Dean Speer Special Projects & Programs, School of Law University of Washington Box 353020 Seattle, WA 98195-3020	(1/05-1/08)	Phone: (206) 685-1327 e-mail: ballet@u.washington FAX: (206) 543-5671
Karl Allison Administrator, Moses Lake CSO 1620 S. Pioneer Way Moses Lake, WA 98837	(4/06-1/09)	Phone: (509) 764-5606 email: alliskm@dshs.wa.gov FAX: (509) 764-5747
Sandra Hughes Office of the Governor PO Box 40002 Olympia, WA 98504-0002	(2/06-)	Phone: (360) 902-0396 email: sandra.hughes@gov.wa.gov FAX: Cell: (360) 259-2903
John Howard Dean of Instruction for ATCS, Engineering & Health Programs Bates Technical College 1101 S. Yakima Ave., Room E-309 Tacoma, WA 98405-4895	(1/06-1/09)	Phone: (253) 680-7215 email: jhoward@bates.ctc.edu FAX: (253) 680-7293

COMBINED FUND DRIVE FUNDRAISING FORM

CFD WEBSITE: www.cfd.wa.gov Email: cfid@dop.wa.gov

Section 1 - Please type or print – Incomplete or illegible forms are difficult to process.

Name of Fundraiser	Fundraiser No. (leave blank)	Work Phone
County of Work Code Number <small>(See Back of Form)</small>	Name of State Agency or Higher Ed Campus	Division or Office

Section 2

- Cash and all checks payable to the CFD should be deposited with your agency finance office. * Except higher education. Cash received from a fundraiser should be deposited with your agency finance office into Account 525 at DOP (111).
- Fundraiser contributions should be made payable either to the CFD or to the CFD for a specific charity having a 501(c) 3 charitable designation.
- Please obtain an A-8 receipt from your finance office for each deposit and attach it to this form.
- Reimbursements not provided by your agency must be attached to this form with an A-19. Reimbursements will not be made unless an original receipt and A-19 accompany this form.
- Please contact your Campaign Leader or the CFD office if further information is necessary.

	Amount
Total Income from the Fundraiser (<i>Your attached A-8(s) should equal this amount</i>)	\$
Less Total Expenses from the Fundraiser (<i>Total of the A-19s should equal this amount</i>)	-
<i>If your agency is reimbursing you for fundraiser expenses, please submit A-19 and receipts to your agency finance office. If not, attach A-19 and original receipts to this form.</i>	
Total Amount the Fundraiser Earned (Income less expenses)	\$
Name of Charity	Charity Code
Contribution Amount	
<u>Non-Specified Contribution</u>	000 000
	\$
<u>Specified Contribution (list charities)</u>	
Total	\$

Please check one of the following:

- ☐ **Fundraiser payable to CFD Non-Specified Fund Specific Charities**

☐ **Fundraiser payable to CFD for**

Please Sign and Date

Signature: _____

Date: _____

Print Name: _____

Thank you.

Adams	01	Franklin	11	Lewis	21	Snohomish	31
Asotin	02	Garfield	12	Lincoln	22	Spokane	32
Benton	03	Grant	13	Mason	23	Stevens	33
Chelan	04	Grays Harbor	14	Okanogan	24	Thurston	34
Clallam	05	Island	15	Pacific	25	Wahkiakum	35
Clark	06	Jefferson	16	Pend Oreille	26	Walla Walla	36
Columbia	07	King	17	Pierce	27	Whatcom	37
Cowlitz	08	Kitsap	18	San Juan	28	Whitman	38
Douglas	09	Kittitas	19	Skagit	29	Yakima	39
Ferry	10	Kilickitat	20	Skamania	30		

Section 1

1. **Name of the Fundraiser:** The title of your fundraiser.
2. **Fundraiser Number:** Leave blank.
3. **Work Phone:** Your office telephone number.
4. **County of Work Code Number:** Use the above table.
5. **Agency/Higher Ed Campus:** The agency or institution of higher ed that hosted the fundraiser.
6. **Division of Office:** Insert description of your office so your headquarters can give credit to the group who held the fundraiser.

Section 2

1. **Total income from the fundraiser.** Enter how much money the fundraiser generated.
2. **Less total expenses from the fundraiser.** List total expenses from the fundraiser. (The total of A-19s or any amount employees or your agency will want to be reimbursed).
3. **Total amount the fundraiser earned.** Please subtract expenses from the income to reflect the total dollars to be sent to charity.
4. **The fundraising dollars are either for the CFD Non-Specified Fund or for the CFD on behalf of a Specific Charity.**
 - a. If fundraiser dollars are for the CFD Non-Specified Fund, please insert total dollars earned under Contribution Amount. Please check at the bottom that the fundraiser is payable to CFD Non-Specified Fund.
 - b. If you are wishing to specify charities through the CFD, please indicate the charity code and dollars for the charity under Contribution Amount. Please check box Fundraiser payable to CFD for specific charities.
5. **Please sign and date form.**

Please contact the CFD office if someone issues a check payable to a particular charity at a fundraiser event for handling instructions. (360) 664 1995 or cfid@dop.wa.gov.

For a completed sample of this form, please see the CFD website. www.cfd.wa.gov

Please be sure to attach all documentation to this form (A-8s, A-19s), and send in at one time.

Thank you.

CFD Check Log

Check Payable To	Contributor Name	Check No.	Amount	Rev'd by CFD (for CFD use) (Initial & Date)
AGENCY/HIGHER EDUCATION CAMPUS				
DIVISION/DEPARTMENT				
ADDRESS OR MAILSTOP				
NAME OF PERSON COMPLETING THIS FORM	PHONE NUMBER		DATE REPORT SENT TO CFD	

Checks from Employee Contributions

1. List each check one time only. Staple the check to the Contribution Form.
2. Attach the forms and checks to the Check Log and forward them to the CFD/DOP Finance Office, PO Box 47500, Olympia, WA 98504-7500.
3. Do not deposit checks from an individuals' contribution forms in account 525 – **it is for fundraisers only.**

Checks from Fundraisers:

Checks made payable to the CFD from a fundraiser should be deposited with your finance department (Fund 525, Agency 111).

Distribution: White: CFD/DOP Finance Office MS 47500 Yellow: Volunteer Records

For additional Check Logs, please contact the CFD Office at 360 664 1995.

WAIVER REQUEST LETTER

To: _____
Office of the State Treasurer

From: _____

Subject: Request for Exception to 24-Hour Rule for deposit of CFD Funds

A new set of policies and procedures for handling cash and checks for the Combined Fund Drive (CFD) have been distributed by the Department of Personnel (DOP). We at _____ are making efforts to comply with these requirements.

However, there are some aspects of the new policies that are a challenge for us to comply with. I am writing to request that we be granted an exemption to policy when it comes to depositing all CFD funds within 24 hours or receiving those funds. The procedure we are following represents a good faith effort on our part to comply with these new policies and applicable state law. I am asking that the following procedure be approved for the 2004 CFD Campaign.

When CFD funds are received through a CFD fundraising event at the local level, the Local Coordinator will transfer all cash received into a cashier's check or other bank draft, and send all checks received to our assigned CFD Campaign Leader in _____.

After documenting the funds raised by the event, the CFD Campaign Leader will track all dollars raised throughout the agency for the CFD, and deliver CFD funds weekly to the agency's financial office in _____. Should the total dollars on hand exceed \$1,000.00 at any point during a given week, the Campaign Leader will immediately deliver the funds to the agency's financial office for deposit. The agency's financial office will, within 24 hours of receiving CFD funds, deposit the funds into Fund 525 at the Office of the State Treasury.

Thank you for your consideration of this request.

Natural Resources--large agency

Doug Sutherland has volunteered to support various charitable efforts for more than 25 years.



As Commissioner of Public Lands in Olympia, he visibly champions the state's Combined Fund Drive (CFD) for the Dept. of Natural Resources. Nearly 1,400 employees now work for the agency. "It's easier when you're having fun," he said. "In fact, it gets a little crazy when we do our barbeque here at headquarters. Oh darn, someone got a pie in the face! We've raised a lot of money doing silly stuff." His agency also hosted a Spam-carving contest last fall to raise donations for charities through the CFD.

How does Sutherland get his own team of executive managers excited about the annual drive? "You always invite them but it's OK if they choose not to participate. You start at the top and encourage people, but be mindful of comfort levels." Sutherland suggests finding key, influential employees to lead others. "If I'm involved, it's easier for my next level to get a pie in the face or dunked in the water tank---otherwise, it's like pushing a rope uphill."

He discussed the issue of how to balance work and play on state time and property. However good the cause may be, all had work to get done, he said. His employees are familiar with flexibility and backfilling, since many form teams to fight fires each summer for 14 days at a time.

"Teamwork works well everywhere. It may be difficult to raise donations and to ask for volunteers, but it broadens a person's circles, a benefit beyond the usual work rewards. It brings disparate people together for the common vision."

His agency may have a competing, internal charity effort in addition to the statewide effort, he said, and suggests that managers be cautious so that employees don't get overtaxed. "Boy, if you can't find a local charity you like among the 1,900 that are registered with the drive...?" Again, however, he recommended encouragement over any sort of negative message to staff. Sutherland served in leadership roles with county and city governments before coming to state service about three years ago.

Natural resources staff have field offices with large and scattered territories, so competitions between divisions aren't strategic. However, communications and enthusiasm between headquarters and field staff are maintained through e-mail, Web sites, voice mail, phone and committee conferences.

Commissioner Sutherland said he gives his campaign leaders free reign and focus is more on participation --and payroll deduction--than on a financial goal. Each year the last agency campaign leader becomes one of the "brain trusts for the agency, which builds each year."

"And it's important to have some sort of closure at the end of the fall drive, too. We present certificates and offer lunch or dessert to our volunteers."

Pollution Liability Insurance Agency--small agency - Smaller agencies pull staff together on drive

"No matter what our position, those of us in leadership have been fortunate. By helping others, we (leaders) can offer a thank you to the world we live in...and remember your position on the CFD helps define who you are and what your values are to your staff.

- Stress that the CFD is strictly voluntary -- and live by that value.
- Make sure that agency volunteers have visibility on the issue within the agency--and praise them publicly. Make sure that CFD volunteers have a place at selected management meetings to demonstrate a two-way commitment to the CFD.
- Tell staff and volunteers frankly what you expect.
- Share decision-making. Listen and value what everyone says. Demonstrate that commitment through the inclusion of ideas from all offices whenever possible. Acknowledge participation and contribution in e-mails, agency newsletters, and agency awards.

The CFD is an important way to establish a positive self-image for agency employees--a critical component in achieving agency goals. Because it is important, the CFD gets all the time needed without question. It is never a question of either/or. Without fun and camaraderie nothing serious is ever really going to be done about budget and economic challenges. A team that is ready to smile at and support one another is going to be far more successful than any other.

--Roger Dovel, Executive Director, Pollution Liability Insurance Agency, rdovel@plia.wa.gov

Services for the Blind—small agency

"The Department of Services for the Blind is a very small agency...The CFD is a great opportunity to model the values of the agency, especially teamwork, respect and innovation--three of our five mission statement values. We kick off the CFD at our annual Employee Appreciation Day, designed to recognize the commitment and value of our employees and thank them for what they do. The Management Team (and others who wish to join in) are challenged to donate something for an auction; and individuals with skills in conducting the auction are provided the opportunity to shine in that role. It gives me, as director, an opportunity to auction myself to the highest bidder for things like carpentry or yard work, or lunch with and paid for by the director. Other employees donate things like a six-course dinner for eight, housecleaning, homemade soaps...The event raises money and awareness about the CFD in general—and it's just plain fun for our employees. Simply ask for ideas to generate enthusiasm – given a choice and offered an opportunity to get involved, they will have more ownership of the activity and less resentment about any perceived interruption to customer service.

The reason I elected to serve as Campaign Leader in the past is to model the importance of the CFD and to introduce the idea that it is not just an extra duty that the lowest person on the pecking order will be assigned to perform. When you face the reality of less advantaged individuals in our society, you realize that things really aren't so bad after all, and it actually lifts the morale and spirit of the involved employees."

--Bill Palmer, Executive Director, Services for the Blind, bilpalmer@dsb.wa.gov

Department of Social and Health Services--large agency - DSHS cultivates leaders and CFD participation!

Liz Dunbar, deputy secretary with Dept. of Social and Health Services (DSHS), has a strong personal commitment to Washington's Combined Fund Drive—and it started some time ago. Her career began with in the non-profit realm. "I served as chair of the Pierce County committee with about 700 employees in one building when I was a regional administrator in Tacoma," she said. "I met with fellow managers to organize joint activities. We had pies in the face, tricycle races, auctions..."



In the past DSHS rotated campaign leadership among five or six primary administrations---. "We look for someone organized, a good cheerleader with a personal commitment, usually someone at a management level. We've had good luck finding great leaders." Each section is asked by leadership to set their own goals each year for improvement. The focus is on participation rather than on dollar totals.

Management meets with the campaign leader and helps set yearly state goals, and then meet with the agency leadership team. "It sends a message that the drive's important when the kickoffs are part of larger management team and field manager meetings."

How to stir enthusiasm in a huge agency? Dunbar said it was a combination of elements:

- She and the agency secretary lead by example and remain visible as drive leaders;
- They each make substantial personal contributions to the drive;
- Each year for the last three years they've offered up several lunches to the highest auction bidders, regardless of where in the state the bidders worked;
- They both contribute valuable items to DSHS' online auction.

"The drive's important to us as well, because it's a tool that boosts morale and it's something staff identifies with here. It gives people another chance to demonstrate their leadership skills and permission to have fun. Fun brings them in."

One year headquarters staff set up thermometer-like tubes, one for each administration. They filled them with jelly beans as contributions increased in each major section of the agency. DSHS continues to sell DSHS branded clothing and totes to employees to promote giving through the drive and promote pride in DSHS.

She believes her agency's employee volunteers keep their donated work time minimal, yet accomplish much.

How to bring closure to each year's drive? "We've been moderate about recognition of volunteers in the agency—we give plaques, that sort of thing."

Sample A

Memo To Local Management to Recruit Local Coordinators

To: Local Office Director

From: (Your name and President/Director's Name here)

Date:

RE: CFD Local Coordinator Recruitment

As you know, our Combined Fund Drive (CFD) campaign takes place every fall. The first step in making this fall's campaign a success is the appointment of Local Coordinators. These individuals will coordinate the agency's campaign at the division or office level. The Executive Ethics Board and our management has approved the CFD as part of state business, and state employee time as part of their official duties. Their time commitment is up to you. Our campaign will run from _____ 2006 until _____, 2006. Last year state employees pledged \$5.64 million to their selected charities!

The duties of this person are:

- Recruit and appoint others to help raise awareness about the CFD and its value.
- Attend a local training session at _____.
- Plan a few events to promote charitable giving through our workplace giving program.
- Distribute the CFD Contribution Form and Charity Guide to all employees in the division or office or train them how to use the online system. It is often efficient to speak at staff meetings.
- Send the completed CFD Contribution Forms to _____ or directly to the CFD office.
- Be an enthusiastic ambassador for fellow employees concerning CFD needs and questions.

Your appointed Local Coordinators will play an important role in the campaign. I ask, therefore, that you help us find those willing to take on this task for the divisions or offices you oversee. We appreciate your allowing time for this important endeavor and for encouraging those willing to volunteer.

Please contact me if you have any questions. Thanks you for your support, which is crucial to the success of our campaign.

Sample B

Letter from Agency Head or Campus President to Employees to Announce the CFD Campaign

Dear <Employee>,

<State Agency/Campus> will kick off its annual Combined Fund Drive campaign on <start date>, and I encourage your involvement and support. Last year, hundreds of thousands of individuals were positively affected by the CFD and employees around the state pledged \$5.64 million!

The Combined Fund Drive is our state's workplace giving program, and provides funding to over 2,000 employee-selected charities. These charities serve children, families, the environment, national and international concerns, and the arts to name a few of the many categories.

The CFD provides a simple and efficient means to help the charities of your choice. Pooling your funds with others allows more interest to accrue for your designated charity, and it also receives a portion of the CFD General Fund which means approximately 105% of your pledge reaches your charity. As a further benefit to your favorite organization, only one check needs to be processed from Washington State versus countless checks from individuals. Being that our campaign is held in the fall, by year end your charity will know what funds it will receive throughout 2006, so it also helps them with planning.

The success of the Combined Fund Drive comes from all of us, working together to make our community and our world a better place. Our Combined Fund Drive campaign runs from <start date> to <end date>. Last year our agency raised \$_____ for charity and had a participation rate of _____. Consider giving through payroll deduction this year.

Combined Fund Drive's theme is "Making a World of Difference", and you are invited to join other state employees to help make that happen when you choose your favorite charities through support the Combined Fund Drive.

Thank you for your time and consideration of this worthwhile cause.

Sincerely,

<Department Head signature>

Sample C

Memo from Campaign Leader To Local Coordinators to thank them for being a CFD Volunteer

To: CFD Local Coordinators
From: (Your name here)
Date:
RE: Combined Fund Drive (CFD) Campaign

Thank you, in advance, for contributing your time, energy, and enthusiasm to conducting this year's *Combined Fund Drive Campaign* for our agency.

As a CFD Local Coordinator, you will be coordinating the campaign in your division or office. Your enthusiasm will set the tone for our office. You must be prepared to communicate and promote to your fellow employees the benefits of contributing through our charitable giving program to the worthwhile employee-selected charities.

The dollars your division or office contributes will help those in need, by funding organizations that provide such vital services as emergency food and shelter, care for the elderly and disabled, and alcohol and drug abuse counseling. The CFD is a very special opportunity to invest in our communities and improve the lives of millions of people in Washington State and around the world.

Training will be available to you locally on particular dates between July and September. You are encouraged to attend training as it will provide you information and tools to help coordinate a successful campaign in your area. Please feel free to call me at () or the CFD office at (360) 664-1995/1976, if you need help or have any questions.

I appreciate your help and enthusiasm and also looking forward to making the 2005 CFD campaign the best ever!

Sample D

From Campaign Leader To Local Coordinator for Recognition

Dear _____,

Thank you for your help with this year's Combined Fund Drive (CFD) Campaign. As a CFD volunteer, your dedication and support were critical to the success of the campaign.

This year our office contributed a total of \$ _____. Your help was instrumental to the success of our campaign. Thanks to your hard work and commitment, the donations will provide relief for those in need, and invest in other important issues.

Again, many thanks for your support and contribution the success of this year's campaign.

Sincerely,

(Your Name)
2005 Campaign Leader

(Hand written thank you from here)
(Consider copying their boss!)

CFD's Online Giving Service has been designed to give you...

- ❖ Greater control over your charitable gift-giving.
- ❖ Increased confidentiality of your personal choices in charities and secured personal information.
- ❖ Convenience and efficient access to your donation record anytime - from work or home computers.
- ❖ Better use of your time: it takes a few seconds online versus form completion.
- ❖ The ability to track your contribution dollars.
- ❖ Increased transparency and accountability of money management.
- ❖ Less paper.
- ❖ No misplaced forms.
- ❖ Opportunity to ensure your personal information is accurate
- ❖ More efficient use of CFD staff and resources so attention is focused on what really matters: reducing overhead costs and helping charities.
- ❖ A fun and interactive way to do something positive for your world.

CFD and the charities in the CFD program value you, and we want to provide you with as many tools and opportunities to give as possible.

You can access the GivingStation on the CFD website by clicking Donate Online at <http://www.cfd.wa.gov>.

Thank you for supporting charities through the CFD.

The CFD Stand-Up

Instructions:

Ensure everyone is sitting. As each question below is posed to the audience, ask those who can answer “yes” to any question to stand up. If a subsequent question also applies, ask those standing to raise a hand – or two hands – and keep them raised.

Questions:

- Have you, or anyone you know experienced a power outage for more than three days (perhaps due to a severe NW autumn storm?)
- In the last three months, have you spent time in a state or national park, enjoying our pristine environment?
- In the three months have you enjoyed any Washington trails?
- In the last three months, have you fished in a Northwest river or lake?
- In the last month, have you benefited from an HOV lane?
- In the last year, have you enjoyed the waters in the Puget Sound area?
- Do you have a child, grandchild, niece or nephew with a special talent in art, music or dance?
- Do you have a friend or relative or themselves given or received an organ transplant?
- Have you, or someone in your extended family, ever given birth to a premature infant?
- Do you have a parent or grandparent afflicted with Alzheimer’s or dementia?
- Did you, or a child you love ever get involved in a youth/after school program?
- Have you or anyone you’ve known benefited from a scholarship?
- Have you, or anyone in your extended family, been diagnosed with cancer, diabetes or stroke?
- Do you have a less than perfect teenager and concerns about smoking, alcohol, drugs or teen pregnancy?
- Are you wearing an article of clothing made in a developing country? (You may ask a neighbor to read a label you can’t reach.)
- Have you or anyone you’ve known benefited from advances in medical research?
- Have you ever experienced a volcanic eruption or an earthquake?
- Have you ever adopted an animal from a pet shelter?
- Have you donated food or clothing in response to a disaster, either domestic or abroad?

Conclusion:

Please look around the room. Yours are the stories behind the Combined Fund Drive. You and those you love, are the one who benefit from and care about charities’ work. You can support them through the Combined Fund Drive.

The CFD is no so much about “giving to them” as it is about “investing in us” The CFD is about sustaining our communities’ capacity to respond in times of need. Its about recognizing that times of need happen in everyone’s life – in your life and mine.

Make an investment that pays important lifetime dividends. Please – “Choose to give.

Campaign Leaders w/ Email Addresses

Agency	Campaign Leader	Address	City	Zip Code	Phone	Email
Accountancy Board	Lorene Mickelson		Olympia	98504-3110	(360) 586-0784	lorim@cpaboard.wa.gov
Administrative Hearings	Art Wang		Olympia	98504-2488	(360) 664-2031	awang@oah.wa.gov
Administrator for the Courts	Kathy Erickson	MS 42488	Olympia	98504-1170	(360) 705-5234	kathy.erickson@courts.wa.gov
African/American Affairs	Mary Bearden	1206 Quince St. SE	Olympia	98504-0926	(360) 753-0127	mbearden@caa.wa.gov
Agriculture	Julie Carlson	1210 Eastside Street - 1st Floor; Mail	Olympia	98504-2560	(360) 902-1880	jcarlson@agr.wa.gov
Agriculture	Jerry Buendel	MS: 42560	Olympia	98504-2560	(360) 902-1888	jbuendel@agr.wa.gov
Arts Commission	Mike Yonker	MS: 42560	Olympia	98504-2675	(360) 586-5348	mikey@arts.wa.gov
Asian/American Affairs	Ellen Abellera	711 Capitol Way S. Suite 600 MS:	Olympia	98504-0925	(360) 586-9500	capaa@capaa.wa.gov
Attorney General	Cynthia Jordan	210 11th Ave SW Sluite 301 MS:	Olympia	98504-0107	(360) 664-0651	cynthiaj@atg.wa.gov
Auditor	Deborah Spaulding	MS: 40107 1110 Capitol Way Ste	Olympia	98504-0031	(360) 725-5602	spauldid@sao.wa.gov
Bates Technical College	Jay Thomas	MS: 40031 210 11th Ave SW Rm G1	Olympia	98445-	(253) 680-7102	jthomas@bates.ctc.edu
Bellevue Community College	Sallee Hibbard	1101 South Yakima Avenue	Tacoma	98007-6484	(425) 564-4161	shibbard@bcc.ctc.edu
Bellingham Technical College	Gerald Pumphrey	3000 Landerholm Circle SE A101	Bellevue	98225-1599	(360) 715-8354	gpumphrey@btc.ctc.edu
Big Bend Community College	Robin Arriaga	3028 Lindbergh Ave.	Bellingham	98837-	(509) 793-2008	robina@bbcc.ctc.edu
Board for Volunteer Firefighters	Julie Ikenberry	7662 Chanute St NE	Moses Lake	98504-0945	(360) 753-7318	juliei@bvff.wa.gov
Board of Health	Heather Boe	MS 40945	Olympia	98504-7990	(360) 236-4104	heather.boe@doh.wa.gov
Cascadia Community College	Dede Gonzales	PO Box 47990	Olympia	98011-	(425) 352-8252	dgonzales@cascadia.ctc.edu
Caseload Forecast Council	Kathleen Turnbow	18345 Campus Way NE	Bothell	98504-0962	(360) 902-0089	kathleen.turnbow@cfc.wa.gov
Central Washington	Karla J Shugart	MS 40962	Olympia	98926-7425	(509) 963-2270	shugartk@cwu.edu
Centralia Community College	V'Ann Kostick	Dept. of Human Resources, 400 E.	Ellensburg	98531-	(360) 753-3433	vkostick@centralia.ctc.edu
City of Seattle	Linda Robinson	600 W Locust St.	Centralia	98124-4028		linda.robinson@seattle.gov
Clark College	Katharine Brokaw	Seattle Municipal Tower 700 5th Ave.	Seattle	98663-3598	(360) 992-2952	kbrokaw@clark.edu
Clover Park Technical College	Amy Goings	1800 E. McLoughlin Blvd	Vancouver	98499-	(253) 589-5782	amy.goings@cptc.edu
Columbia Basin College	Richard Reisinger	4500 Steilacoom Boulevard SW	Lakewood	99301-	(509) 547-0511	rreisinger@columbiabasin.edu
Community Colleges of	Sharon Jones	2600 North 20th Avenue	Pasco	99217-	(509) 434-5173	shjones@ccs.spokane.edu
Conservation Commission	Mary Anderson	501 N. Riverpoint Blvd - Suite 126	Spokane	98504-7721	(360) 407-6202	mar461@ecy.wa.gov
Corrections	Sara Murphy	MS 47721	Olympia		(360) 725-8433	slmurphy@doc1.wa.gov
County Road Administration	Rhonda Mayner		Olympia	98504-0913	(360) 753-5989	rhonda@crab.wa.gov
Court of Appeals - Division I	Eva Marie Prince	MS: 40913	Olympia	98101-	(206) 464-7750	eva.prince@courts.wa.gov
Court of Appeals - Division II	David C. Ponzoha	One Union Square 600 University St	Seattle	98402-4454	(253) 593-2970	david.ponzoha@courts.wa.gov
Court of Appeals - Division III	c/o Denise Reilly	950 Broadway - Suite 300 MS TB-06	Tacoma	99210-	(509) 456-3082	denise.reilly@courts.wa.gov
Criminal Justice Training	Marylou LaLonde	500 North Cedar	Spokane	98504-	(360) 486-2437	mlalonde@cjtc.state.wa.us
Criminal Justice Training	Tisha Ehret	MS: 40905	Olympia	98148-	(206) 835-7299	tehret@cjtc.state.wa.us
CTED	David Hecimovich	MS: TB-35, 19010 1st Ave So	Burien	98504-2525	(360) 725-2714	kellyl@cted.wa.gov; Davidh@cted.wa.gov
Eastern Washington Historical	Jill Storm	MS: 42525 128 10th Ave SW	Olympia	99204-	(509) 363-5338	jills@northwestmuseum.org
Eastern Washington Historical	Rose Krause	2316 W. First Ave	Spokane	99204-		rosek@northwestmuseum.org
Eastern Washington	Janis Bliss	2316 W First Ave	Spokane	99004-2488	(509) 359-2488	janis.bliss@ewu.edu
Ecology	Shellyne Grisham	318 Showalter Hall	Cheney	98504-7600	(360) 407-6695	shgr461@ecy.wa.gov
Ecology	Tami Weiler	300 Desmond Drive MS: 47600	Olympia	98504-7600	(360) 407-6879	trap461@ecy.wa.gov
Edmonds Community College	Laura Brickner	300 Desmond Drive MS:47600	Olympia	98036-5999	(425) 640-1274	laura.brickner@edcc.edu
Employment Security	Suzanne Greer	20000 68th Ave W	Lynnwood	98504-	(360) 438-4043	SGreer@ESD.WA.GOV
Employment Security	Michael Eastin	605 Woodland Square Loop SE; 2nd	Lacey	98507-9046	(360) 507-4231	Meastin@ESD.WA.GOV
Environmental Hearings	Robyn Bryant	MS: 46000	Olympia	98504-0903	(360) 459-6329	robynb@eha.wa.gov
Everett Community College	Craig Perry-Ollila	4224 - 6th Ave. SE Bldg 2 Rowsix	Lacey	98201-	(425) 388-9350	cperry@everettcc.edu
Evergreen State College(The)	Kath Major	2000 Tower St	Everett	98505-	(360) 867-6175	majork@evergreen.edu
Evergreen State College(The)	Kitty Parker	MS: ADMISSIONS L1309 2700	Olympia	98505-	(360) 867-5521	parkerk@evergreen.edu
Financial Institutions	Melanie Lee	MS;ADMISSIONS L1309 2700	Olympia	98504-1200	(360) 902-8721	mlee@dfi.wa.gov
Financial Management	Heather Moss	MS: 41200 150 Israel Rd SW	Olympia	98504-3113	(360) 902-0659	heather.moss@ofm.wa.gov
Fish & Wildlife	Katey Jones	MS 43113	Olympia	98501-	(360) 902-2243	joneskaj@dfw.wa.gov
Fish & Wildlife	Karina Smith	MS:43135 600 Capitol Way N	Olympia	98501-	(360) 902-2368	SmithEKS@dfw.wa.gov
Forecast Council	Desiree Monroy	1025 Union Ave E Ste. 544 /	Olympia	98504-0912	(360) 570-6100	desireem@dor.wa.gov
Gambling Commission	Kim Basher	MS 42400	Olympia	98504-2400	(360) 486-3547	kimb@wsgc.wa.gov

Agency	Campaign Leader	Address	City	Zip Code	Phone	Email
General Administration	Lillian Springer	PO Box 41001	Olympia	98504-1011	(360) 902-0929	lspring@ga.wa.gov
Governor	Sandra Hughes	MS: 40002	Olympia	98504-0002	(360) 902-0396	sandra.hughes@gov.wa.gov
Grays Harbor College	Sandy Zelasko	1620 Edward P. Smith DR	Aberdeen	98520-7599	(360) 538-4000	szelasko@ghc.ctc.edu
Green River Community	Megan Evans	12401 SE 320th St	Auburn	98092-3699	(253) 288-3382	mevans@greenriver.edu
Growth Management HB CPS	Linda Store	900 4th Ave. Suite 2470	Seattle	98164-	(206) 389-2625	lindas@cps.gmhb.wa.gov
Growth Management HB WW	Patricia Davis	905 24th wy SW Ste. B2 / MS 40953	Olympia	98504-0953	(360) 664-8966	patdavis@ww.gmhb.wa.gov
Growth Management Hearing	Judy Wall	15 West Yakima Ave. Suite 102	Yakima	98902-	(509) 574-6960	jwall476@ew.gmhb.wa.gov
Health	Eric Inouye	MS: 47820	Olympia		(360) 236-3010	eric.inouye@doh.wa.gov
Health Care Authority	Teresa Zimmerman	MS: 42691 676 Woodland Sq Lp SE	Lacey	98504-	(360) 412-4324	tzim107@hca.wa.gov
Higher Education Coordinating	Terrina Henslin	917 Lakeridge Way MS: 43450	Olympia	98504-3430	(360) 753-7825	terrinas@hec.wa.gov
Highline Community College	Rod Stephenson	PO Box 98000 MS: 99-248	Des Moines	98198-	(206) 870-3774	rstephen@highline.edu
Horse Racing Commission,	Robert M. Leichner	6326 Martin Way Suite 209	Olympia	98516-5578	(360) 459-6462	reichner@whrc.state.wa.us
House of Representatives	Ann Plunkett	Mail Stop 40600;	Olympia	98504-0600	(360) 786-7892	plunkett.ann@leg.wa.gov
Housing Finance Commission	Karen Carlson	1000 2nd Ave, Ste 2700	Seattle	98104-1046	(206) 287-4413	karen.carlson@wshfc.org
Human Rights Commission	Renee Knight	MS: 42490 711 S. Capitol Way, Suite	Olympia	98504-2490	(360) 753-6777	rknight@hum.wa.gov
Indeterminate Sentence	Robin Riley	MS 40907 4317 6th Ave, 3rd Floor	Olympia	98504-0907	(360) 493-9266	rriley@doc1.wa.gov
Industrial Insurance Appeals	Mark Jaffe	83 S. King St. #401	Seattle	98104-	(206) 464-6550	jaffe@biia.wa.gov
Industrial Insurance Appeals	Bob Liston	MS 42401	Olympia	98504-2401	(360) 753-9639	liston@biia.wa.gov
Information Services	Patricia Thronson	705 Sleater-Kinney Road, Suite Q	Lacey	98501-	(360) 407-0748	PatriciaT@dis.wa.gov
Insurance Commissioner	Helen Swenson	PO Box 40255 Mail Stop 40255	Olympia	98504-0255	(360) 725-7033	helenS@oic.wa.gov
Investment Board	Kae Schmidt	PO Box 40916	Olympia	98504-	(360) 956-4747	kschmidt@sib.wa.gov
Joint Legislative Audit Review	Prudy LaBar	MS 40910 506 16th Ave SE	Olympia	98504-0910	(360) 786-6690	labar.prudy@leg.wa.gov
L.E.A.P. Committee	Teah Stockwell	MS 40934	Olympia	98504-0934	(360) 786-6104	stockwellteah@leg.wa.gov
Labor and Industries	Julie Black	MS: 44100	Tumwater		(360) 902-4964	blak235@ini.wa.gov
Lake Washington Technical	Kathy Johnson	11605 132nd Ave. NE	Kirkland	98034-8506	(425) 739-8212	Kathy.Johnson@lwtc.edu
Legislative Service Center	Pat Messmer	MS 40949 2404 Chandler Ct SW	Olympia	98502-	(360) 786-7725	messmer.patricia@leg.wa.gov
Legislative Transportation	Shelly McGuire	MS 40937 531 15th Ave SE	Olympia	98504-0937	(360) 786-7313	mcguire_sh@leg.wa.gov
LEOFF Plan 2 Retirement Bd	Jessica Burkhart	MS: 40918	Olympia	98504-0918	(360) 586-2322	jessica.burkhart@leoff.wa.gov
Licensing	Kirsten Chase	MS: 48001 1125 Washington St SE	Olympia	98504-8001	(360) 902-3678	kchase@dol.wa.gov
Licensing	Marci Pierson	MS: 48001 1125 Washington St SE	Olympia	98504-8001	(360) 902-3836	mpierson@dol.wa.gov
Lieutenant Governor	Juliette Kelly	220 Legislative Bldg MS: 40400	Olympia	98504-0400	(360) 786-7730	kelly.juliette@leg.wa.gov
Liquor Control Board	Maureen Clingman	MS: 43075	Olympia	98504-3075	(360) 664-1705	mbcc@liq.wa.gov
Liquor Control Board	Monica Taylor	MS:43075	Olympia		(360) 664-1731	met@liq.wa.gov
Lottery	Karen Robinson	MS: 43000	Olympia	98504-	(360) 664-4813	krobinson@walottery.com
Lottery	Jennifer Parque	MS 43000	Olympia	98504-3000	(360) 664-4792	jparque@walottery.com
Lower Columbia College	Mary Ellen Pietz	P O Box 3010	Longview	98363-0310	(360) 442-2200	mpietz@lcc.ctc.edu
Military Department	Kristen Taylor	Bldg 1 Militia Drive MS:TA-20	Camp Murray	98430-	(253) 512-8411	kristen.taylor@mil.wa.gov
Minority and Women's	Josh Anander	406 South Water Street MS 41160	Olympia	98504-1160	(360) 704-1185	josh@omwbe.wa.gov
Natural Resources	Christie Durkin	MS 47037	Olympia	98504-7037	(360) 902-1329	christie.durkin@wadnr.gov
North Seattle Community	Jeff Caldwell	9600 College Way North	Seattle	98103-3599	(206) 527-3646	jcaldwel@sccd.ctc.edu
North Thurston School District	Shawn Lewis	305 College Street	Lacey	98516-	(360) 412-4400	slewis@nthurston.k12.wa.us
Olympic College	Joan Hanten	1600 Chester Ave MS: CSC5	Bremerton	98337-1699	(360) 475-7120	jhanten@oc.ctc.edu
Olympic College	Christi Gregory	1600 Chester Ave MS: CSC5	Bremerton	98337-	(360) 475-7120	cgregory@oc.ctc.edu
Outdoor Recreation	Patty Dickason	MS 40917	Olympia	98504-0917	(360) 902-3012	pattyd@iac.wa.gov
Parks and Recreation	Srey Ryser	7150 Cleanwater Dr. MS 42650	Olympia	98504-2650	(360) 902-8262	srey.ryser@parks.wa.gov
Peninsula College	Carolyn Muir	1502 E Lauridsen Blvd	Port Angeles	98362-6698	(360) 417-6201	carolynm@pcadmin.ctc.edu
Personnel	Cecilia Garcia de Probart	MS: 47500	Olympia	98504-7500	(360) 664-6319	ceciliag@dop.wa.gov
Personnel	Debbie Dunn	MS: 47500	Olympia	98504-7500	(360) 664-6309	debbied@dop.wa.gov
Personnel Appeals Board	Jennifer Gammell	2828 Capital Blvd. MS: 40911	Olympia	98504-0911	(360) 664-0386	jgammell@pab.state.wa.us
Pierce College	Annemarie Cadle	9401 Farwest Dr SW	Lakewood	98498-	(253) 964-6507	acadle@pierce.ctc.edu
Pollution Liability Insurance	Laurie Rippon	1015 10th Ave SE MS 40930	Olympia	98504-0930	(360) 753-2008	lrippon@plia.wa.gov
Port of Olympia	Jessie Bensley	915 Washington St. NE	Olympia	98501-	(360) 528-8005	Jessieb@portolympia.com
Printing	Kathy Forbes	MS 47100	Olympia	98504-7100	(360) 570-5031	Kathy@prt.wa.gov
Public Disclosure Commission	Craig Franchuck	MS 40908	Olympia	98504-0908	(360) 664-4746	cfranchuk@pdc.wa.gov
Public Employment Relations	Majel Boudia	MS 40919 112 Henry St. NE, Suite	Olympia	98504-0919	(360) 570-7311	mboudia@perc.wa.gov

Agency	Campaign Leader	Address	City	Zip Code	Phone	Email
Puget Sound Action Team	Stuart Glasoe	MS 40900	Olympia	98504-0900	(360) 725-5449	sglasoe@psat.wa.gov
Renton Technical College	Jon Pozega	3000 NE 4th St	Renton	98056-4195	(425) 235-2463	jpozega@rtc.ctc.edu
Retirement Systems	Susi Sinclair	MS: 48380	Tumwater	98501-	(360) 664-7933	susis@drs.wa.gov
Retirement Systems	Monica Chavey	Point Plaza West 6835 Capitol Blvd	Tumwater	98501-	(360) 664-7048	monicac@drs.wa.gov
Revenue	Kathy Martin	MS 47462 6500 Linderson Way Suite	Tumwater	98501-	(360) 725-7446	KathyM@dor.wa.gov
School Directors Association	Connie Lauderdale	221 College Street MS 40921	Olympia	98516-0921	(360) 252-3009	c.lauderdale@wssda.org
School for the Blind	Janet Merz	2214 East 13th St. MS: S-27	Vancouver	98661-4120	(360) 696-6321	janet.merz@wssb.wa.gov
School for the Deaf	Colleen Engh	MS S-26	Vancouver	98661-	(360) 696-6525	colleen.engh@wsd.wa.gov
Seattle Central Community	Carole Schmidt	1701 Broadway 2BE 4180	Seattle	98122-2400	(206) 587-3851	cschmidt@sccd.ctc.edu
Seattle Community Colleges	Harrietta Hanson	Siegal Center, 1500 Harvard	Seattle	98122-2400	(206) 587-4135	hhanson@sccd.ctc.edu
Seattle Housing Authority	Kari Sherrodd	PO Box 19028	Seattle	98109-1028	(206) 615-3552	ksherrodd@seattlehousing.org
Seattle Vocational Institute	Elma Horton	2120 S. Jackson	Seattle	98144-	(206) 587-4969	ehorton@sccd.ctc.edu
Secretary of State	Kay Ramsay	MS: 40237	Olympia	98504-0237		kramsay@secstate.wa.gov
Senate	Jack Brummel	MS: 40466 101 Pritchard Bldg, 415	Olympia	98504-0466	(360) 786-7428	brummel_ja@leg.wa.gov
Sentencing Guidelines	Stevie Lucas	MS: 40927	Olympia	98504-0927	(360) 407-1050	steviel@sgc.wa.gov
Services for the Blind	Bryce Gardella	3411 S. Alaska Street MS: TB 77	Seattle	98118-1631	(206) 721-6454	brygardella@dsb.wa.gov
Shoreline Community College	Marcie Riedinger	16101 Greenwood Ave N	Shoreline	98133-5667	(206) 546-5863	mrieding@shore.ctc.edu
Skagit Valley College	Kim Cook	2405 East College Way	Mount Vernon	98273-	(360) 416-7744	kim.cook@skagit.edu
Social & Health Services	Molly Hughes		Thurston		(360) 360-5858	hughemo@dshs.wa.gov
Social & Health Services	Kris Simons	MS: 45720	Thurston	98504-5720	(360) 902-8046	simonkc@dshs.wa.gov
Social & Health Services	Doug Washburn	MS: 45600	Thurston	98504-5600	(360) 412-3914	washbdc@dshs.wa.gov
Social & Health Services	Luisa McEachern	1009 College St SE; MS:45440	Lacey	98504-5440	(360) 725-4891	MCEACML@dshs.wa.gov
Social & Health Services	Rebecca Magnoni	HQ OB 2 MS: 45605	Olympia	98504-	(360) 412-3916	magr300@dshs.wa.gov
Social & Health Services	Judy Ikerd	1011 Plum St SE; MS: 45531	Olympia	98504-5531	(360) 725-1487	ikerdjk@dshs.wa.gov
Social & Health Services	Kathi Pugh	14th & Jefferson, OB-2; MS: 45320	Olympia	98504-5320	(360) 902-0783	pughkm@dshs.wa.gov
Social & Health Services	Barb Austin	805 Plum St SE	Thurston	98504-5060	(360) 902-8192	austibe@dshs.wa.gov
South Puget Sound	Samantha Soto	2011 Mottman Road SW MS 40966	Olympia	98504-0966	(360) 596-5433	ssoto@spscctc.ctc.edu
South Seattle Community	Roxanne Tillman	6000 16th Ave. SW	Seattle	98106-1499		rtillman@sccd.ctc.edu
State Actuary	Christine Ryser	MS 40914 2100 Evergreen Park Dr	Olympia	98504-0914	(360) 586-7615	Ryser.Christine@leg.wa.gov
State Board for Community	Pam Setzer	319 7th Ave. SE MS 42495	Olympia	98504-2495	(360) 704-4301	psetzer@sbctc.ctc.edu
State Law Library	Kay Newman	Temple of Justice MS 40751	Olympia	98504-0751	(360) 357-2156	kay.newman@courts.wa.gov
State Patrol	Travis Matheson	MS 42600	Olympia	98504-2600	(360) 704-2968	Travis.Matheson@wsp.wa.gov
Statute Law Committee	Kerry Radcliff	MS 40551 415 15th Avenue SW	Olympia	98504-0551	(360) 786-6777	radcliff_ke@leg.wa.gov
Superintendent of Public	Debra Crawford	MS 47200	Olympia	98504-7200	(360) 725-6111	dcrawford@ospi.wednet.edu
Supreme Court	Kathy Erickson	MS 41170	Olympia	98504-0929	(360) 705-5234	kathy.erickson@courts.wa.gov
Tacoma Community College	Wayne Williams	6501 S. 19th St. Bldg. 6	Tacoma	98466-	(253) 566-5019	wwilliams@tacomacc.edu
Tax Appeals Board	Carol Lien	MS: 40915	Olympia	98504-0915	(360) 753-5446	clien@bta.state.wa.us
Traffic Safety Commission	Brian Jones	MS 40944	Olympia	98504-0944		bjones@wstc.wa.gov
Transportation	Deb Regester	MS: 47400	Olympia	98504-7400	(360) 705-7842	regestd@wsdot.wa.gov
Transportation	Joyce Norris	MS:47400	Olympia	98504-7400	(360) 705-7400	norrisj@wsdot.wa.gov
Transportation Improvement	Christine Reed	MS 40901	Olympia	98504-0901	(360) 586-1140	chrisr@tib.wa.gov
Treasurer	Jeanne Ray	MS 40200 Legislative Bldg. Rm 230	Olympia	98504-0200	(360) 902-9009	jeanne@tre.wa.gov
University of Washington	Kerri Everly	Box 359200	Seattle	98195-	(206) 616-5437	keverly@u.washington.edu
Utilities and Transportation	Virginia Deferia	MS: 47250	Olympia	98504-7250	(360) 664-1300	vdeferia@wutc.wa.gov
Veterans Affairs	Chris La Vack	MS 41150	Olympia	98504-1150	(360) 725-2184	chrisl@dva.wa.gov
Walla Walla Community	Nancy L. Reller	500 Tausick Way	Walla Walla	99362-9267	(509) 527-4582	nancy.reller@wwcc.edu
Washington Health Care	Judy Secker	PO 40935	Olympia	98504-	(360) 753-6185	judys@whcfa.wa.gov
Washington State Convention	Brent Grant	800 Convention Place	Seattle	98101-	(206) 694-5127	bgrant@wsctc.com
Washington State Historical	Mark Vessey	211 West 21st Avenue MS:40950	Olympia	98501-		mvessey@wshs.wa.gov
Washington State University	Theresa MacNaughton-	Student Rec. Center 250 PO Box	Pullman	99164-1830	(509) 335-2704	lehman@wsu.edu
Wenatchee Valley College	Sue Gutzwiller Peart	1300 5th St	Wenatchee	98801-1799	(509) 662-6430	spear@wvc.edu
Western Washington	Tim Wynn	516 High St -- MS 9121	Bellingham	98225-9121	(360) 650-3496	tim.wynn@www.edu
Whatcom Community College	Keri Parriera	237 W. Kellogg Rd	Bellingham	98226-8003	(360) 676-2170	kparrier@whatcom.ctc.edu
Workforce Trng Ed & Crdntg	Julie Anderson	MS: 43105	Olympia	98504-3105	(360) 753-5677	janderson@wtb.wa.gov
Workforce Trng Ed & Crdntg	Karen Pyle	MS: 43105	Olympia	98504-3105	(360) 753-5677	kpyle@wtb.wa.gov
Yakima Valley Community	Mark Rogstad	S. 1107 16th Ave	Yakima	98902-	(509) 574-4676	mrogstad@yvc

2005 CFD Agency and Special Awards

Best Overall Participation Award

Large Agency:

Department of Ecology – 34.7% overall participation by payroll deduction
Campaign Leaders – Helen Fox, Gerry Kunkel - Director, Jane Manning

Medium Agency:

Department of Retirement Systems - 68.9 % overall participation by payroll deduction
Campaign Leaders – Monica Chavey
Director – Sandy Matheson

Small Agency:

Law Enforcement Officers & Firefighters Plan 2 Retirement Board – 100% overall participation by payroll deduction
Campaign Leader - Jessica Burkhardt
Executive Director - Steve Nelsen

Increased Participation Award

Large Agency:

Department of General Administration – 19.8% increase in % of participation
Campaign Leader – Craig Donald
Director – Linda Villegas Bremer

Medium Agency:

Department of Financial Institutions– 137.5% increase in donors by payroll deduction
Campaign Leader - Melanie Lee
Director - Scott Jarvis

Small Agency:

Office of the State Actuary– 400% increase in % of participation
Campaign Leader - Christine Ryser
Matt Smith - State Actuary

Special Awards

2005 Sustained Excellence Award – (awarded for sustained leadership as a volunteer):

Helen Fox, Department of Ecology – 20 years
Wendy Conway, Office of Insurance Commissioner - 5+ years
Susi Sinclair, Department of Retirement Systems – 5 years

2005 Outstanding Campaign Leader Award (for outstanding campaign leadership):

Melanie Lee, Department of Financial Institutions
Jodi Simmons, Department of Health

2005 Charity Guide & Poster Design Contest:

Scholarship awarded to Lance Kissler and Ian Shea of Eastern Washington University

Outstanding Commitment to State and Service Award:

Ron Holtcamp - Retiree, DSHS
Bert Mills – CFD, Thurston County Committee Member